

Department of the Army
Pamphlet 600-8-2

Personnel—General

**Standard
Installation/Division
Personnel System
(SIDPERS)
Personnel Service
Center Level
Procedures**

Headquarters
Department of the Army
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1 March 1989

UNCLASSIFIED

SUMMARY of CHANGE

DA PAM 600-8-2

Standard Installation/Division Personnel System (SIDPERS)

Personnel Service Center Level Procedures

This change--

- o Changes title of this pamphlet from Military Personnel Office Level Procedures to Personnel Service Center Level Procedures.
- o Changes reference to MILPERCEN to either PERSINCOM or PERSCOM, as appropriate, throughout the pamphlet.
- o Changes the acronyms MILPO to PSC and SIB to PAS throughout the pamphlet.
- o Removes all references to the DA Form 2475-2 (PDC card) throughout the pamphlet.
- o Removes step 42 from table 2-1-1.
- o Modifies several card columns of DA Form 3807 and 3808 (procedure 2-15).
- o Modifies COMP, DSCS, NAME, and SEX transactions to indicate five-card transaction is sent to USAFAC (procedures 2-24, 2-38, 2-64, and 2-92).
- o Adds information to the GRCH transaction; (procedure 2-48).
- o Adds information the Effective-Date-1 of the JACT transaction (procedure 2-53.1).
- o Modifies SPDR transaction to show a change in data elements (procedure 2-95).
- o Adds information to the VRBM transaction (procedure 2-99).
- o Removes step 11 from processing action for the PTRO (P11) report (procedure 4-1).
- o Removes seven error messages from and adds one error message to table 4-3-1.
- o Changes title of the P51 report, deletes one error message code, and adds five new error message codes that may appear on the P51 report (procedure 4-9).
- o Adds four new SIDPERS reports that provide information regarding five-card transactions generated to USAFAC; AAC-P54, AAC-P55, AAC-P56 and AAC-P57 (procedures 4-16.1 through 4-16.4).

- Adds four new SIDPERS reports that provide information concerning errors contained in five-card transactions generated to USAFAC; AAC-P58, AAC-P59, AAC-P60, and AAC-P61 (procedures 4-16.5 through 4-16.8).
- Changes title of SIDPERS 2, Sustaining (Base) Army Network (STARNET), to Army Standard Information Management System (ASIMS) (chap 7).
- Adds new information to chapter 7 regarding indexed data elements.
- Adds HIV data to tables 6-1 and 6-2.
- Changes transaction figure example for DDPO (fig 2-102).
- Changes transaction figure example for PCER (fig 2-231).
- Modifies report formats for the AAC-P22, AAC-A11, AAC-C51, AAC-C29, AAC-C78, AAC-P97, AAC-P49, and AAC-P51 (figs 4-4, 4-8, 4-10, 4-11, 4-15, 4-20, 4-21, 4-22, 4-23, 4-25, and 4-27).
- Adds new report formats for the AAC-P54, AAC-P55, AAC-P56, AAC-P57, AAC-P58, AAC-P59, AAC-P60, and AAC-P61 (figs 4-26.1 through 4-26.8).
- Modifies MILPO Input (Peacetime and Wartime) Menu Screens (figs 7-10 and 7-11).
- Modifies Enlisted and Officer TDR Format FID N card 3 screens (figs 7-19 and 7-20).
- Modifies Enlisted and Officer Accession Format FID Q card 4 screens (figs 7-29 and 7-30).
- Modifies Enlisted DA Form 2A, sections I and IV screens (figs 7-35 and 7-39).
- Modifies Officer/Warrant Officer DA Form 2B, sections I, IV and V screens (figs 7-42, 7-46, and 7-47).
- Modifies SIDPERS Data Query System screens (figs 7-61 through 7-68.1).
- Removes BSD and modifies SPDR transaction mnemonics contained in table B-1.
- Adds, deletes, and modifies numerous error mnemonics contained in table C-2.
- Adds eight new reports to table E-1 and deletes DA Form 2475-2 from table E-2.
- Adds four new abbreviations to the glossary.

Personnel—General

Standard Installation/Division Personnel System (SIDPERS)
Personnel Service Center Level Procedures

By Order of the Secretary of the Army:

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Summary. This pamphlet provides procedural guidance for the Personnel Service Center/Company (PSC) serviced by the Standard Installation/Division Personnel System (SIDPERS). This pamphlet contains the format of all personnel-type transactions to be submitted by the PSC when SIDPERS is operating in the peacetime, mobilization, or wartime mode. This pamphlet contains procedures to be followed upon implementation of Systems Change Package 31-00 (SCP 31-00).

Applicability. This pamphlet applies to the Active Army, Army National Guard, and the U.S. Army Reserve when serving on Federal active duty other than active duty for training, unless otherwise stated in the applicable procedure.

Proponent and exception authority. The proponent agency of this pamphlet is the Deputy Chief of Staff for Personnel.

Impact on New Manning System

This pamphlet does not contain information that affects or implements the New Manning System.

Interim changes. Interim changes to this pamphlet are not official unless they are authenticated by The Adjutant General. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to CDR PERSCOM (TAPC-FSS-F), Alexandria, VA 22332-0494.

Distribution. USAR, A; Active Army, B; and ARNG, C.

History. This publication was originally printed on 1 August 1986. Since that time, permanent Change 1 and Interim Change I01 have been issued. As of 1 March 1989, permanent Change 1 remains in effect. This printing publishes a new Change 2, superseding the previous permanent and interim changes. This Change 2 has been reorganized to make it compatible with the

Contents (Listed by paragraph and page number)

Chapter 1

Introduction, page 1

Purpose • 1-1, page 1

References • 1-2, page 1

Explanation of abbreviations and terms • 1-3, page 1

Scope • 1-4, page 1

Background • 1-5, page 1

Objectives • 1-6, page 1

System description • 1-7, page 1

Special features • 1-8, page 5

Data flow • 1-9, page 6

Responsibilities • 1-10, page 7

SIDPERS training • 1-11, page 8

Letter of instruction (LOI) • 1-12, page 8

Chapter 2

SIDPERS Input Reporting, page 8

*This change supersedes Change 1, dated 1 August 1987, and interim change I01, dated 2 December 1987.

Contents—Continued

Section I

General, page 8

References • 2-1, *page 8*

Description of SIDPERS input forms • 2-2, *page 8*

Terms used in the description of the SIDPERS input forms • 2-3, *page 9*

Contents of the SIDPERS input forms • 2-4, *page 9*

Rules for entering characters in the boxes on the SIDPERS input forms • 2-5, *page 9*

Rules for entering data elements in the boxes on SIDPERS input forms • 2-6, *page 9*

Control data area—DA Form 3728 and DA Form 3813 (Part I) • 2-7, *page 11*

Action data area—DA Form 3728 and DA Form 3813 (Pt I) • 2-8, *page 14*

Control data area—DA Form 3732 and DA Form 3813 (Part II) • 2-9, *page 14*

Action data area—DA Form 3732 and DA Form 3813 (Pt II) • 2-10, *page 15*

Marking the SIDPERS mark sense forms • 2-11, *page 15*

Batch control—SIDPERS input forms and error suspense cards • 2-12, *page 16*

Classification and safeguarding personnel information • 2-13, *page 19*

Worksheet associated with ASIMS (formerly VIABLE) • 2-14, *page 19*

Input procedures • 2-15, *page 19*

Section II

Procedures, page 20

Procedure 2-1 General input • 2-16, *page 20*

Procedure 2-2 Army aptitude test changes (transaction mnemonic—AATC) (applicable during peacetime/mobilization) • 2-17, *page 30*

Procedure 2-2 Action • 2-18, *page 31*

Procedure 2-3 American board certification (transaction mnemonic—ABCD) (applicable during peacetime) • 2-19, *page 33*

Procedure 2-3 Action • 2-20, *page 33*

Procedure 2-4 Aircraft ASI (aircraft qualifications) (transaction mnemonic—ASCI) (applicable during peacetime) • 2-21, *page 35*

Procedure 2-4 Action • 2-22, *page 35*

Procedure 2-5 Administrative delete from the SIDPERS personnel file (transaction mnemonic—ADMD) (applicable during peacetime) • 2-23, *page 36*

Procedure 2-5 Action • 2-24, *page 37*

Procedure 2-6 Additional skill identifier (transaction mnemonic—ADSI) (applicable during peacetime) • 2-25, *page 38*

Procedure 2-6 Action • 2-26, *page 38*

Procedure 2-7 Assignment eligibility availability (transaction mnemonic—AEA) (applicable during peacetime/wartime) • 2-27, *page 39*

Procedure 2-7 Action • 2-28, *page 40*

Procedure 2-8 Armed forces reserve medal eligibility (transaction mnemonic—AFRM) (applicable during peacetime) • 2-29, *page 41*

Procedure 2-8 Action • 2-30, *page 41*

Procedure 2-9 Active federal service (transaction mnemonic—AFS) (applicable during peacetime/mobilization) • 2-31, *page 42*

Procedure 2-9 Action • 2-32, *page 43*

Procedure 2-10 Area of current/last completed foreign service tour and travel status (transaction mnemonic—AFST) (applicable during peacetime) • 2-33, *page 44*

Procedure 2-10 Action • 2-34, *page 44*

Procedure 2-11 Area year and month of last completed combat tour (transaction mnemonic—ALCT) (applicable during peacetime) • 2-35, *page 46*

Procedure 2-11 Action • 2-36, *page 46*

Procedure 2-12 CONUS/overseas area of preference (transaction mnemonic—APRF) (applicable during peacetime) • 2-37, *page 48*

Procedure 2-12 Action • 2-38, *page 48*

Procedure 2-13 Appointment data (transaction mnemonic—APTD) (applicable during peacetime) • 2-39, *page 50*

Procedure 2-13 Action • 2-40, *page 50*

Contents—Continued

- Procedure 2-14 Additional skill identifier (transaction mnemonic—ASI) (applicable during peacetime/mobilization/wartime) • 2-41, *page 52*
- Procedure 2-14 Action • 2-42, *page 52*
- Procedure 2-15 Attached (enter ATCH) and attached (pending disposition ATAD) (transaction mnemonic—ATCH/ATAD) (applicable during peacetime/mobilization/wartime) • 2-43, *page 56*
- Procedure 2-15 Action • 2-44, *page 57*
- Procedure 2-16 Aviation data (transaction mnemonic—AVDA) (applicable during peacetime) • 2-45, *page 66*
- Procedure 2-16 Action • 2-46, *page 66*
- Procedure 2-17 Awards/badges (transaction mnemonic—AWDS) (applicable during peacetime) • 2-47, *page 67*
- Procedure 2-17 Action • 2-48, *page 67*
- Procedure 2-18 Basic date of appointment (transaction mnemonic—BDAP) (applicable during peacetime) • 2-49, *page 69*
- Procedure 2-18 Action • 2-50, *page 69*
- Procedure 2-19 Branch (transaction mnemonic—BR) (applicable during peacetime/mobilization) • 2-51, *page 70*
- Procedure 2-19 Action • 2-52, *page 71*
- Procedure 2-20 Basic service date (transaction mnemonic—BSD) (applicable during peacetime/mobilization) • 2-53, *page 72*
- Procedure 2-20 Action • 2-54, *page 73*
- Procedure 2-21 Current duty assignment title (transaction mnemonic—CDAT) (applicable during peacetime) • 2-55, *page 73*
- Procedure 2-21 Action • 2-56, *page 73*
- Procedure 2-22 U.S. citizenship status (transaction mnemonic—CITZ) (applicable during peacetime/mobilization) • 2-57, *page 75*
- Procedure 2-22 Action • 2-58, *page 75*
- Procedure 2-23 Current mailing address (transaction mnemonic—UG) (applicable during peacetime/mobilization) • 2-59, *page 76*
- Procedure 2-23 Action • 2-60, *page 76*
- Procedure 2-24 Service component (transaction mnemonic—COMP) (applicable during peacetime/mobilization/wartime) • 2-61, *page 81*
- Procedure 2-24 Action • 2-62, *page 81*
- Procedure 2-25 Current grade/date of rank (permanent) (transaction mnemonic—CPGD) (applicable during peacetime) • 2-63, *page 84*
- Procedure 2-25 Action • 2-64, *page 84*
- Procedure 2-26 Civilian education level (transaction mnemonic—CVED) (applicable during peacetime) • 2-65, *page 85*
- Procedure 2-26 Action • 2-66, *page 86*
- Procedure 2-27 Date dependents arrived (transaction mnemonic—DDAR) (applicable during peacetime) • 2-67, *page 87*
- Procedure 2-27 Action • 2-68, *page 87*
- Procedure 2-28 Date departed for overseas (transaction mnemonic—DDPO) (applicable during peacetime) • 2-69, *page 88*
- Procedure 2-28 Action • 2-70, *page 88*
- Procedure 2-29 Dependency data (transaction mnemonic—DEPD) (applicable during peacetime) • 2-71, *page 89*
- Procedure 2-29 Action • 2-72, *page 90*
- Procedure 2-30 Number of dependents (transaction mnemonic—DEPN) (applicable during peacetime/mobilization) • 2-73, *page 91*
- Procedures 2-30 Action • 2-74, *page 91*
- Procedure 2-31 Date eligible to return from overseas tour (transaction mnemonic—DERO) (applicable during peacetime/mobilization) • 2-75, *page 93*
- Procedure 2-31 Action • 2-76, *page 93*
- Procedure 2-32 Dropped from the rolls (transaction mnemonics—DFR) (applicable during peacetime/mobilization/wartime) • 2-77, *page 95*
- Procedure 2-32 Action • 2-78, *page 96*
- Procedure 2-33 Defense language aptitude (transaction mnemonic—DLAB) (applicable during peacetime) • 2-79, *page 97*
- Procedure 2-33 Action • 2-80, *page 97*

Contents—Continued

- Procedure 2-34 Anticipated date of loss (transaction mnemonic—DLOS) (applicable during peacetime/mobilization)
• 2-81, *page 98*
- Procedure 2-34 Action • 2-82, *page 99*
- Procedure 2-35 Date of birth (transaction mnemonic—DOB) (applicable during peacetime/mobilization) • 2-83, *page 101*
- Procedure 2-35 Action • 2-84, *page 101*
- Procedure 2-36 Date of rank (transaction mnemonic—DOR) (applicable during peacetime/mobilization/wartime)
• 2-85, *page 104*
- Procedure 2-36 Action • 2-86, *page 104*
- Procedure 2-37 Date returned from oversea (transaction mnemonic—DROS) (applicable during peacetime/mobilization) • 2-87, *page 105*
- Procedure 2-37 Action • 2-88, *page 106*
- Procedure 2-38 Dual service component status and grade (transaction mnemonic—DSCS) (applicable during peacetime) • 2-89, *page 107*
- Procedure 2-38 Action • 2-90, *page 107*
- Procedure 2-39 Delay in separation (transaction mnemonic—DSEP) (applicable during peacetime) • 2-91, *page 109*
- Procedure 2-39 Action • 2-92, *page 109*
- Procedure 2-40 Ethnic group designation (transaction mnemonic—EGD) (applicable during peacetime) • 2-93, *page 110*
- Procedure 2-40 Action • 2-94, *page 110*
- Procedure 2-41 Date of entry on active duty in current tour (transaction mnemonic—EDAT) (applicable during peacetime) • 2-95, *page 111*
- Procedure 2-41 Action • 2-96, *page 112*
- Procedure 2-42 Year and month of last evaluation report (transaction mnemonic—ERPT) (applicable during peacetime) • 2-97, *page 113*
- Procedure 2-42 Action • 2-98, *page 113*
- Procedure 2-43 Expiration of term of service (transaction mnemonic—ETS) (applicable during peacetime/mobilization) • 2-99, *page 114*
- Procedure 2-43 Action • 2-100, *page 114*
- Procedure 2-44 Erroneous enlistment/release from service (transaction mnemonic—FENL) (applicable during peacetime/mobilization/wartime) • 2-101, *page 116*
- Procedure 2-44 Action • 2-102, *page 116*
- Procedure 2-45 FHA insurance eligibility certificate indicator (transaction mnemonic—FHAI) (applicable during peacetime) • 2-103, *page 117*
- Procedure 2-45 Action • 2-104, *page 118*
- Procedure 2-46 Foreign service data (transaction mnemonic—FSVD) (applicable during peacetime) • 2-105, *page 119*
- Procedure 2-46 Action • 2-106, *page 119*
- Procedure 2-47 Good conduct medal suspense (transaction mnemonic—GCMS) (applicable during peacetime)
• 2-107, *page 121*
- Procedure 2-47 Action • 2-108, *page 121*
- Procedure 2-48 Grade change (promotion/reduction) (transaction mnemonic—GRCH) (applicable during peacetime/mobilization/wartime) • 2-109, *page 123*
- Procedure 2-48 Action • 2-110, *page 123*
- Procedure 2-49 Grade code change (transaction mnemonic—GRDC) (applicable during peacetime/mobilization/wartime) • 2-111, *page 125*
- Procedure 2-49 Action • 2-112, *page 125*
- Procedure 2-50 General technical aptitude area score (transaction mnemonic—GTAS) (applicable during peacetime)
• 2-113, *page 127*
- Procedure 2-50 Action • 2-114, *page 127*
- Procedure 2-51 Regimental homebase (transaction mnemonic—HOB A) (applicable during peacetime/mobilization)
• 2-115, *page 128*
- Procedure 2-51 Action • 2-116, *page 128*
- Procedure 2-52 Inquiry (transaction mnemonic—INQY) (applicable during peacetime/mobilization/wartime) • 2-117, *page 129*
- Procedure 2-52 Action • 2-118, *page 130*

Contents—Continued

- Procedure 2-53 Incentive pay (transaction mnemonic—IPAY) (applicable during peacetime) • 2-119, *page 131*
- Procedure 2-53 Action • 2-120, *page 131*
- Procedure 2-53.1 JUMPS Army corrector transaction (transaction mnemonic—JACT) (applicable during peacetime, mobilization, wartime) • 2-120.1, *page 132*
- Procedure 2-53.1 Action • 2-120.2, *page 133*
- Procedure 2-54 Legal name change (transaction mnemonic—LNAM) (applicable during peacetime, mobilization, wartime) • 2-121, *page 134*
- Procedure 2-54 Action • 2-122, *page 134*
- Procedure 2-55 Local data SIDPERS personnel file (transaction mnemonic—LOCO) (applicable during peacetime) • 2-123, *page 137*
- Procedure 2-55 Action • 2-124, *page 137*
- Procedure 2-56 Last permanent change of station (transaction mnemonic—LPCS) (applicable during peacetime) • 2-125, *page 138*
- Procedure 2-56 Action • 2-126, *page 139*
- Procedure 2-57 Major area of discipline/college (transaction mnemonic—MADC) (applicable during peacetime) • 2-127, *page 140*
- Procedure 2-57 Action • 2-128, *page 140*
- Procedure 2-58 Marital status (transaction mnemonic—MARS) (applicable during peacetime/mobilization) • 2-129, *page 141*
- Procedure 2-58 Action • 2-130, *page 141*
- Procedure 2-59 Main civilian occupation (transaction mnemonic—MCVO) (applicable during peacetime) • 2-131, *page 143*
- Procedure 2-59 Action • 2-132, *page 143*
- Procedure 2-60 Medical internship (transaction mnemonic—MEDI) (applicable during peacetime) • 2-133, *page 144*
- Procedure 2-60 Action • 2-134, *page 144*
- Procedure 2-61 Medical residency/fellowship (transaction mnemonic—MEDR) (applicable during peacetime) • 2-135, *page 146*
- Procedure 2-61 Action • 2-136, *page 146*
- Procedure 2-62 Military education level (transaction mnemonic—MLED) (applicable during peacetime) • 2-137, *page 148*
- Procedure 2-62 Action • 2-138, *page 148*
- Procedure 2-63 Move transfer data record (transaction mnemonic—MTDR) (applicable during peacetime/mobilization/wartime) • 2-139, *page 150*
- Procedure 2-63 Action • 2-140, *page 150*
- Procedure 2-64 Name (transaction mnemonic—NAME) (applicable during peacetime/mobilization/wartime) • 2-141, *page 152*
- Procedure 2-64 Action • 2-142, *page 152*
- Procedure 2-65 NCO education (transaction mnemonic—NCOG) (applicable during peacetime) • 2-143, *page 153*
- Procedure 2-65 Action • 2-144, *page 153*
- Procedure 2-66 Number of oversea tours (transaction mnemonic—NSLT) (applicable during peacetime) • 2-145, *page 155*
- Procedure 2-66 Action • 2-146, *page 155*
- Procedure 2-67 Authorized strength file inquiry (transaction mnemonic—OAUT) (applicable during peacetime) • 2-147, *page 156*
- Procedure 2-67 Action • 2-148, *page 156*
- Procedure 2-68 Officer civilian education (transaction mnemonic—OCVE) (applicable during peacetime) • 2-149, *page 158*
- Procedure 2-68 Action • 2-150, *page 158*
- Procedure 2-69 SIDPERS personnel file inquiry (transaction mnemonic—OPER) (applicable during peacetime/mobilization) • 2-151, *page 160*
- Procedure 2-69 Action • 2-152, *page 160*
- Procedure 2-70 Training standards officer account number (transaction mnemonic—OTCO) (applicable during peacetime) • 2-153, *page 162*
- Procedure 2-70 Action • 2-154, *page 162*
- Procedure 2-71 Privacy act disputed record (transaction mnemonic—PADR) (applicable during peacetime) • 2-155, *page 163*

Contents—Continued

- Procedure 2-71 Action • 2-156, *page 163*
- Procedure 2-72 Previous assignment (UR transaction) (applicable during peacetime) • 2-157, *page 164*
- Procedure 2-72 Action • 2-158, *page 167*
- Procedure 2-73 Professional certification status (transaction mnemonic—PCER) (applicable during peacetime) • 2-159, *page 170*
- Procedure 2-73 Action • 2-160, *page 170*
- Procedure 2-74 Physical category/PULHES (transaction mnemonic—PHYS) (applicable during peacetime/mobilization/wartime) • 2-161, *page 172*
- Procedure 2-74 Action • 2-162, *page 172*
- Procedure 2-75 Primary military occupational specialty (transaction mnemonic—PMOS) (applicable during peacetime/mobilization/wartime) • 2-163, *page 175*
- Procedure 2-75 Action • 2-164, *page 175*
- Procedure 2-76 Post separation home address (transaction mnemonic—NX) (applicable during peacetime/mobilization/wartime) • 2-165, *page 177*
- Procedure 2-76 Action • 2-166, *page 179*
- Procedure 2-77 Procurement program number (transaction mnemonic—PPN) (applicable during peacetime) • 2-167, *page 182*
- Procedure on 2-77 Action • 2-168, *page 182*
- Procedure 2-78 Date of rank for previous grades for officer/warrant officer (transaction mnemonic—PPTR) (applicable during peacetime) • 2-169, *page 183*
- Procedure 2-78 Action • 2-170, *page 184*
- Procedure 2-79 Promotable indicator (transaction mnemonic—PRMI) (applicable during peacetime) • 2-171, *page 185*
- Procedure 2-79 Action • 2-172, *page 185*
- Procedure 2-80 Promotion/progression MOS (transaction mnemonic—PRMS) (applicable during peacetime) • 2-173, *page 186*
- Procedure 2-80 Action • 2-174, *page 186*
- Procedure 2-81 Race (transaction mnemonic—RACE) (applicable during peacetime/mobilization/wartime) • 2-175, *page 189*
- Procedure 2-81 Action • 2-176, *page 189*
- Procedure 2-82 Regular army appointment (transaction mnemonic—RAPT) (applicable during peacetime/mobilization/wartime) • 2-177, *page 190*
- Procedure 2-82 Action • 2-178, *page 190*
- Procedure 2-83 Regimental affiliation field-directed reassignment (transaction mnemonic—REGA) (applicable during peacetime/mobilization) • 2-179, *page 192*
- Procedure 2-83 Action • 2-180, *page 192*
- Procedure 2-84 Regimental affiliation (transaction mnemonic—REGT) (applicable during peacetime/mobilization) • 2-181, *page 193*
- Procedure 2-84 Action • 2-182, *page 193*
- Procedure 2-85 Religion (transaction mnemonic—RELG) (applicable during peacetime) • 2-183, *page 195*
- Procedure 2-85 Action • 2-184, *page 195*
- Procedure 2-86 Enlistment/reenlistment (transaction mnemonic—RENL) (applicable during peacetime/mobilization) • 2-185, *page 196*
- Procedure 2-86 Action • 2-186, *page 196*
- Procedure 2-87 Reserve promotion (transaction mnemonic—RPRM) (applicable during peacetime) • 2-187, *page 199*
- Procedure 2-87 Action • 2-188, *page 199*
- Procedure 2-88 Revocation of transfer data record (transaction mnemonic—RTDR) (applicable during peacetime/mobilization/wartime) • 2-189, *page 200*
- Procedure 2-88 Action • 2-190, *page 200*
- Procedure 2-89 State bar membership (transaction mnemonic—SBAR) (applicable during peacetime) • 2-191, *page 201*
- Procedure 2-89 Action • 2-192, *page 201*
- Procedure 2-90 Special duty assignment pay (transaction mnemonic—SDAP) (applicable during peacetime) • 2-193, *page 203*
- Procedure 2-90 Action • 2-194, *page 203*

Contents—Continued

- Procedure 2-91 Separation/discharge/retirement (transaction mnemonic—SEP) (applicable during peacetime/mobilization/wartime) • 2-195, *page 204*
- Procedure 2-91 Action • 2-196, *page 205*
- Procedure 2-92 Sex (transaction mnemonic—SEX) (applicable during peacetime/mobilization/wartime) • 2-197, *page 210*
- Procedure 2-92 Action • 2-198, *page 210*
- Procedure 2-93 Secondary military occupational specialty (transaction mnemonic—SMOS) (applicable during peacetime/mobilization) • 2-199, *page 211*
- Procedure 2-93 Action • 2-200, *page 211*
- Procedure 2-94 Special pay (transaction mnemonic—SPAY) (applicable during peacetime) • 2-201, *page 213*
- Procedure 2-94 Action • 2-202, *page 213*
- Procedure 2-95 Spouse data record (transaction mnemonic—SPDR) (applicable during peacetime) • 2-203, *page 214*
- Procedure 2-95 Action • 2-204, *page 214*
- Procedure 2-96 Skill qualification test (transaction mnemonic—SQT) (applicable during peacetime) • 2-205, *page 217*
- Procedure 2-96 Action • 2-206, *page 217*
- Procedure 2-97 Social security number (transaction mnemonic—SSAN) (applicable during peacetime/mobilization/wartime) • 2-207, *page 218*
- Procedure 2-97 Action • 2-208, *page 218*
- Procedure 2-98 Transfer of an officer to another armed service (transaction mnemonic—TRAN) (applicable during peacetime/mobilization/wartime) • 2-209, *page 219*
- Procedure 2-98 Action • 2-210, *page 219*
- Procedure 2-99 Enlistment/variable reenlistment/selective reenlistment bonus MOS (transaction mnemonic—VRBM) (applicable during peacetime) • 2-211, *page 220*
- Procedure 2-99 Action • 2-212, *page 221*
- Procedure 2-100 Year and month of photograph (transaction mnemonic—YMPS) (applicable during peacetime) • 2-213, *page 222*
- Procedure 2-100 Action • 2-214, *page 222*

Chapter 3

Error Identification and Resolution, *page 223*

- General • 3-1, *page 223*
- SIDPERS reporting of errors • 3-2, *page 224*
- Error Identification • 3-3, *page 224*
- SIDPERS error resolution • 3-4, *page 227*
- Disposition of error suspense cards and resolved errors • 3-5, *page 231*

Chapter 4

SIDPERS Output, *page 232*

- General • 4-1, *page 232*
- Type of output • 4-2, *page 232*
- Format of output • 4-3, *page 233*
- Report sequence option • 4-4, *page 233*
- Use of outputs • 4-5, *page 233*
- Classifying and safeguarding personnel information • 4-6, *page 233*
- Distribution and frequency of recurring reports • 4-7, *page 233*
- Retention disposition of output • 4-8, *page 233*
- Output report procedures • 4-9, *page 233*
- Procedure 4-1 Personnel transaction register by originator (PTRO) PCN: AAC-P11 • 4-10, *page 233*
- Procedure 4-1 Action • 4-11, *page 235*
- Procedure 4-2 Personnel transaction register by unit (PTRU) PCN: AAC-P01 • 4-12, *page 237*
- Procedure 4-2 Action • 4-13, *page 239*
- Procedure 4-3 DA error notice listing Part III, DA error notice for MILPO resolution AAC-P22 • 4-14, *page 244*
- Procedure 4-4 Error deletions processed—local input by originator AAC-P41 • 4-15, *page 250*
- Procedure 4-5 Unresolved error report by originator AAC-P29 • 4-16, *page 250*
- Procedure 4-5 Action • 4-17, *page 251*

Contents—Continued

Procedure 4-6 Authorized strength inquiry report AAC-A11 • 4-18, *page 252*
Procedure 4-6 Action • 4-19, *page 254*
Procedure 4-7 Military occupational specialty master file listing AAC-M05 • 4-20, *page 255*
Procedure 4-7 Action • 4-21, *page 257*
Procedure 4-8 SAF file listing AAC-C51 • 4-22, *page 257*
Procedure 4-8 Action • 4-23, *page 259*
Procedure 4-9 Monthly edit report personnel master file MOS verification PCN: AAC-C23 • 4-24, *page 260*
Procedure 4-10 Organizational master list PCN: AAC-C29 • 4-25, *page 263*
Procedure 4-10 Action • 4-26, *page 265*
Procedure 4-11 SIDPERS personnel file edit report PCN: AAC-C82 • 4-27, *page 265*
Procedure 4-11 Action • 4-28, *page 268*
Procedure 4-12 Personnel transaction summary by transaction mnemonic by originator PCN: AAC-P15 • 4-29, *page 269*
Procedure 4-12 Action • 4-30, *page 269*
Procedure 4-13 SPF data sampling report PCN: AAC-C78 • 4-31, *page 270*
Procedure 4-13 Action • 4-32, *page 275*
Procedure 4-14 SPF record inquiry file listing PCN: AAC-P97 • 4-33, *page 276*
Procedure 4-15 Cyclic JUMPS transaction register PCN: AAC-P49 • 4-34, *page 280*
Procedure 4-15 Action • 4-35, *page 282*
Procedure 4-16 JUMPS receipt notice listing PCN: AAC-P51 • 4-36, *page 282*
Procedure 4-16 Action • 4-37, *page 283*
Procedure 4-16.1 Cyclic JUMPS Transaction Register PCN: AAC-P54 • 4-37.1, *page 284*
Procedure 4-16.1 Action • 4-37.2, *page 285*
Procedure 4-16.2 Cyclic JUMPS Transaction Register PCN: AAC-P55 • 4-37.3, *page 286*
Procedure 4-16.2 Action • 4-37.4, *page 287*
Procedure 4-16.3 Cyclic JUMPS Transaction Register PCN: AAC-P56 • 4-37.5, *page 287*
Procedure 4-16.3 Action • 4-37.6, *page 288*
Procedure 4-16.4 Cyclic JUMPS Transaction Register PCN: AAC-P57 • 4-37.7, *page 288*
Procedure 4-16.4 Action • 4-37.8, *page 289*
Procedure 4-16.5 JUMPS receipt notice listing PCN: AAC-P58 • 4-37.9, *page 289*
Procedure 4-16.5 Action • 4-37.10, *page 290*
Procedure 4-16.6 JUMPS Receipt Notice Listing PCN: AAC-P59 • 4-37.11, *page 293*
Procedure 4-16.6 Action • 4-37.12, *page 294*
Procedure 4-16.7 JUMPS receipt notice listing PCN: AAC-P60 • 4-37.13, *page 296*
Procedure 4-16.7 Action • 4-37.14, *page 297*
Procedure 4-16.8 JUMPS Receipt Notice Listing PCN: AAC-P61 • 4-37.15, *page 300*
Procedure 4-16.8 Action • 4-37.16, *page 301*
Procedure 4-17 Report of BASD-PEBD Adjustment PCN: AAC-P84 • 4-38, *page 303*

Chapter 5

Terminal Access and Area Security, *page 304*

General • 5-1, *page 304*
Terminal area security officer (TASO) procedures • 5-2, *page 304*
Assistant terminal area security officer (ATASO) procedures • 5-3, *page 306*
Terminal user procedures • 5-4, *page 307*

Chapter 6

Accessions to the Strength of the Active Army (and Administrative Add to the SIDPERS Personnel File), *page 307*

General input • 6-1, *page 307*
Procedure 6-1 Accession to the strength of the active army • 6-2, *page 308*
Procedure 6-1 Action • 6-3, *page 313*
Procedure 6-2 Accession of reserve components personnel and retirees to the strength of the active army under mobilization/contingency • 6-4, *page 314*

Contents—Continued

Procedure 6-2 Action • 6-5, *page 315*

Chapter 7

Army Standard Information Management System (ASIMS) (formerly VIABLE), *page 317*

The terminal • 7-1, *page 317*

The printer • 7-2, *page 317*

System sign-on • 7-3, *page 317*

Instruction codes • 7-4, *page 323*

Master menu screen • 7-5, *page 323*

SIDPERS data entry screen • 7-6, *page 324*

PSC input menu screen (peacetime) • 7-7, *page 326*

PSC input menu screen (mobilization) • 7-8, *page 327*

PSC input menu screen (wartime) • 7-9, *page 328*

Transaction format screen • 7-10, *page 329*

Free form screen • 7-11, *page 329*

FID N, transfer data record (TDR) screen • 7-12, *page 330*

FID N, card 1 • 7-13, *page 331*

FID N, card 2 • 7-14, *page 333*

FID N, card 3 • 7-15, *page 335*

FID N, card 4 • 7-16, *page 337*

FID Q accession transfer data record (TDR) screen • 7-17, *page 339*

FID Q, card 1 • 7-18, *page 339*

FID Q, card 2 • 7-19, *page 343*

FID Q, card 3 • 7-20, *page 345*

FID Q, card 4 • 7-21, *page 345*

FID Q, card 5 • 7-22, *page 347*

DA Form 2(A/B) query • 7-23, *page 348*

Transaction generation from the DA Form 2(A/B) • 7-24, *page 367*

Basic ad hoc query • 7-25, *page 369*

Data dictionary • 7-26, *page 401*

Originator review of the queue • 7-27, *page 406*

Column shift (CS##) • 7-28, *page 411*

Sign off procedures • 7-29, *page 412*

Appendixes

A. References, *page 416*

B. SIDPERS Transaction Mnemonics, *page 420*

C. Error Mnemonics Applicable to Military Personnel Office Level, *page 429*

D. SPD Codes, *page 439*

E. SIDPERS Related Documents, *page 444*

Table List

Table 2-1-1: Changes Relating to the DA Form 2(A-B), *page 20*

Table 2-1-2: Personnel data changes, *page 26*

Table 2-1-3: SIDPERS file inquiries, *page 30*

Table 2-2: Enlistment waiver codes, *page 197*

Table 3-1: Four classifications of errors—Validity & Compatibility, *page 227*

Table 4-1: Processing action for the PTRO (P11) report, *page 235*

Table 4-2: Processing action for the PTRU (P01) report, *page 239*

Table 4-3-1: "XU" Error resolution requirements listing for PSC resolution, *page 245*

Table 4-4: Processing action for unresolved error report by originator, *page 251*

Table 4-5: Processing action for authorized strength inquiry report, *page 254*

Contents—Continued

Table 4-6: Processing action for military occupational specialty master file listing, <i>page 257</i>
Table 4-7: Processing action for the SAF file listing, <i>page 259</i>
Table 4-8: Processing action for organizational master list, <i>page 265</i>
Table 4-9: Processing action for the SIDPERS personnel file edit report, <i>page 268</i>
Table 4-10: Processing action for the personnel transaction summary by transaction mnemonic by originator., <i>page 269</i>
Table 4-11: Processing action for the SPF data sampling report., <i>page 275</i>
Table 4-12: Processing action for the cyclic JUMPS transaction register, <i>page 282</i>
Table 4-13: Processing action for the JUMPS receipt notice listing, <i>page 283</i>
Table 4-14: Processing action for the cyclic JUMPS transaction register (P54), <i>page 285</i>
Table 4-15: Processing action for the cyclic JUMPS transaction register (P55), <i>page 287</i>
Table 4-16: Processing action for the cyclic JUMPS transaction register (P56), <i>page 288</i>
Table 4-17: Processing action for the cyclic JUMPS transaction register (P57), <i>page 289</i>
Table 4-18: Processing action for the JUMPS receipt notice listing (P58), <i>page 291</i>
Table 4-19: Processing action for the JUMPS receipt notice listing (P58)—Continued, <i>page 291</i>
Table 4-20: Processing action for the JUMPS receipt notice listing (P58)—Continued, <i>page 291</i>
Table 4-21: Processing action for the JUMPS receipt notice listing (P58)—Continued, <i>page 292</i>
Table 4-22: Processing action for the JUMPS receipt notice listing (P58)—Continued, <i>page 292</i>
Table 4-23: Processing action for the JUMPS receipt notice listing (P58)—Continued, <i>page 292</i>
Table 4-24: Processing action for the JUMPS receipt notice listing (P58)—Continued, <i>page 292</i>
Table 4-25: Processing action for the JUMPS receipt notice listing (P58)—Continued, <i>page 293</i>
Table 4-26: Processing action for the JUMPS receipt notice listing (P59), <i>page 294</i>
Table 4-27: Processing action for the JUMPS receipt notice listing (P59)—Continued, <i>page 295</i>
Table 4-28: Processing action for the JUMPS receipt notice listing (P59)—Continued, <i>page 295</i>
Table 4-29: Processing action for the JUMPS receipt notice listing (P59)—Continued, <i>page 295</i>
Table 4-30: Processing action for the JUMPS receipt notice listing (P59)—Continued, <i>page 296</i>
Table 4-31: Processing action for the JUMPS receipt notice listing (P59)—Continued, <i>page 296</i>
Table 4-32: Processing action for the JUMPS receipt notice listing (P59)—Continued, <i>page 296</i>
Table 4-33: Processing action for the JUMPS receipt notice listing (P60), <i>page 298</i>
Table 4-34: Processing action for the JUMPS receipt notice listing (P60)—Continued, <i>page 298</i>
Table 4-35: Processing action for the JUMPS receipt notice listing (P60)—Continued, <i>page 298</i>
Table 4-36: Processing action for the JUMPS receipt notice listing (P60)—Continued, <i>page 299</i>
Table 4-37: Processing action for the JUMPS receipt notice listing (P60)—Continued, <i>page 299</i>
Table 4-38: Processing action for the JUMPS receipt notice listing (P60)—Continued, <i>page 299</i>
Table 4-39: Processing action for the JUMPS receipt notice listing (P60)—Continued, <i>page 299</i>
Table 4-40: Processing action for the JUMPS receipt notice listing (P60)—Continued, <i>page 300</i>
Table 4-41: Processing action for the JUMPS receipt notice listing (P61), <i>page 301</i>
Table 4-42: Processing action for the JUMPS receipt notice listing (P61)—Continued, <i>page 301</i>
Table 4-43: Processing action for the JUMPS receipt notice listing (P61)—Continued, <i>page 302</i>
Table 4-44: Processing action for the JUMPS receipt notice listing (P61)—Continued, <i>page 302</i>
Table 4-45: Processing action for the JUMPS receipt notice listing (P61)—Continued, <i>page 302</i>
Table 4-46: Processing action for the JUMPS receipt notice listing (P61)—Continued, <i>page 303</i>
Table 4-47: Processing action for the JUMPS receipt notice listing (P61)—Continued, <i>page 303</i>
Table 4-48: Processing action for the JUMPS receipt notice listing (P61)—Continued, <i>page 303</i>
Table 6-1: Instructions for DA Form 3805, Cross Reference Officer/Warrant Officer Personnel, <i>page 309</i>
Table 6-2: Instructions for DA Form 3806, Cross Reference Enlisted Personnel, <i>page 311</i>
Table 6-2-1: Processing action for accession to the strength of the active army, <i>page 314</i>
Table 6-3: Personnel mobilization category codes, <i>page 315</i>
Table 6-3-1: Processing action for accession of reserve components personnel and retirees to the strength of the active army under mobilization/contingency, <i>page 315</i>
Table B-1: SIDPERS Transaction Mnemonic, <i>page 420</i>
Table C-1: Error mnemonic prefix definitions, <i>page 429</i>
Table C-2: Required actions for errors in personnel office level transactions, <i>page 429</i>
Table D-1: Enlisted separation program designator chart and valid codes, <i>page 439</i>
Table D-2: Officer/warrant officer separation program designator chart, <i>page 441</i>

Contents—Continued

Table E-1: SIDPERS Reports, *page 444*

Table E-2: Forms/SIDPERS forms, *page 447*

Figure List

Figure 1-1: The SIDPERS Concept, *page 3*

Figure 1-2: SIDPERS Data Flow, *page 7*

Figure 2-1: Entering “9 May 1982” into a SIDPERS input form, *page 10*

Figure 2-2: Correct coding for “July 1882”, *page 10*

Figure 2-3: Example of how to change a UIC to a UPC, *page 10*

Figure 2-4: Entering “8 July 1982”—Control data area of certain forms, *page 11*

Figure 2-5: Transaction mnemonic “ETS”, *page 11*

Figure 2-6: Last name block—Entry for “Fred James Carron”, *page 11*

Figure 2-7: Last name block—Entry for “John Henry Luck”, *page 12*

Figure 2-8: Last name block—Entry for “Don Juan Ho”, *page 12*

Figure 2-9: Last name block—Entry for “David James De La Rosa”, *page 12*

Figure 2-10: Last name block—Entry for “James P. O’Malley”, *page 12*

Figure 2-11: Last name block—Entry for “Jose Diaz-Rivera”, *page 13*

Figure 2-12: Social security number (SSN), *page 13*

Figure 2-13: Originator code, *page 13*

Figure 2-14: Control data area, DA Form 3728, *page 13*

Figure 2-15: Control data area, DA Form 3813, *page 14*

Figure 2-16: Control data area—Date entry for “15 September 1985”, *page 14*

Figure 2-17: Transaction mnemonic, *page 15*

Figure 2-18: Unit processing code (UPC), *page 15*

Figure 2-19: Originator code, *page 15*

Figure 2-20: Boxes completed for the control data area on DA Form 3732, *page 15*

Figure 2-21: Example of a completed DA Form 3815 (May be typed or printed in Black or Blue-Black ink.), *page 17*

Figure 2-22: Reverse side of DA Form 3815, *page 19*

Figure 2-23: Example of an Auditory Perception Test Score if data element is not to be reported, *page 32*

Figure 2-24: Example of an Auditory Perception Test Score if data element is to be reported, *page 32*

Figure 2-25: Example of an Army Aptitude Test Change (AATC) Screen Format, *page 33*

Figure 2-26: Example of an American board certification date, *page 34*

Figure 2-27: Example of an American board certification specialty, *page 34*

Figure 2-28: Example of an American board certification title, *page 34*

Figure 2-29: Example of an American board certification date, *page 34*

Figure 2-30: Example of an American Board Certification (ABCD Transaction Screen Format), *page 35*

Figure 2-31: Example of a type of aircraft qualification, *page 36*

Figure 2-32: Example of an Aircraft ASI (ACSI) Transaction Screen Format, *page 36*

Figure 2-33: Example of a Record Deletion File Code (RDFC), *page 37*

Figure 2-34: Example of an Administrative Delete From the SIDPERS Personnel File (ADMD) Screen Format, *page 38*

Figure 2-35: Example of a type of change, *page 39*

Figure 2-36: Example of an Additional Skill Identifier (ADSI) Screen Format, *page 39*

Figure 2-37: Example of an Assignment eligibility availability (AEA), *page 40*

Figure 2-38: Example of a year and month AEA code termination, *page 40*

Figure 2-39: Example of an Assignment Eligibility Availability (AEA) Screen Format, *page 41*

Figure 2-40: Example of a year and month eligible for AFRM, *page 42*

Figure 2-41: Example of an Armed Forces Reserve Medal Eligibility (AFRM) Screen Format, *page 42*

Figure 2-42: Example of an Active Federal Commissioned Service (AFCS), *page 43*

Figure 2-43: Example of an Active Federal Service (AFS) Screen Format, *page 44*

Figure 2-44: Example of an area of current or last completed foreign service tour and travel status, *page 45*

Figure 2-45: Example of a date of DEROS or DROS, *page 45*

Contents—Continued

- Figure 2-46: Example of an Area of Current/Last Completed Foreign Service Travel Status (AFST) Screen Format, *page 46*
- Figure 2-47: Example of an area of last combat tour code if completed tour is not to be reported, *page 47*
- Figure 2-48: Example of an area of last combat tour code if combat tour are to be blanked, *page 47*
- Figure 2-49: Example of a year and month completed last combat tour, *page 47*
- Figure 2-50: Example of an Area, Year and Month of Last Completed Combat Tour (ALCT) Screen Format, *page 48*
- Figure 2-51: Example of a CONUS area of preference, *page 49*
- Figure 2-52: Example of a overseas assignment preference, *page 49*
- Figure 2-53: Example of a CONUS/Overseas Area of Preference (APRF) Transaction Screen Format, *page 50*
- Figure 2-54: Example of a type of original appointment, *page 51*
- Figure 2-55: Example of a source of original appointment, *page 51*
- Figure 2-56: Example of an Appointment Data (APTD) Screen Format, *page 51*
- Figure 2-57: Example of an action data for peacetime/mobilization, commissioned officers, *page 52*
- Figure 2-58: Example of an action data for peacetime/mobilization, warrant officer/enlisted, *page 53*
- Figure 2-59: Example of an action data for wartime, commissioned officer, *page 53*
- Figure 2-60: Example of an action data for wartime, warrant officer/enlisted, *page 53*
- Figure 2-61: Example of an Additional Skill Identifier (ASI) Screen Format (Officer-Peacetime), *page 54*
- Figure 2-62: Example of an Additional Skill Identifier (ASI) Screen Format (Warrant Officer/Enlisted-Peacetime), *page 55*
- Figure 2-63: Example of an Additional Skill Identifier (ASI) Screen Format (Officer/Warrant Officer/Enlisted-Wartime), *page 56*
- Figure 2-64: Example of Disposition Form (DA Form 2496), *page 65*
- Figure 2-65: Example of a year and month initial aviation rating, *page 66*
- Figure 2-66: Example of an Aviation Data (AVDA) Transaction Screen Format, *page 67*
- Figure 2-67: Example of an unit awards if data element is not being reported, *page 68*
- Figure 2-68: Example of an unit awards if data element is being reported, *page 68*
- Figure 2-69: Example of an Awards/Badges (AWDS) Transaction Screen Format, *page 69*
- Figure 2-70: Example of a basic date of appointment, *page 70*
- Figure 2-71: Example of a Basic Date of Appointment (BDAP) Transaction Screen Format, *page 70*
- Figure 2-72: Example of action #1, Basic Branch/Control Branch, *page 71*
- Figure 2-73: Example of action #2, Basic Branch, *page 71*
- Figure 2-74: Example of action #3, Control Branch, *page 71*
- Figure 2-75: Example of a Branch (BR) Transaction Screen Format, *page 72*
- Figure 2-76: (Rescinded.), *page 72*
- Figure 2-77: Example of a Basic Service Dated (BSD) Transaction Screen Format (Rescinded.), *page 73*
- Figure 2-78: Example of current duty assignment title, *page 74*
- Figure 2-79: Example of deletion of CDAT, *page 74*
- Figure 2-80: Example of a Current Duty Assignment Title (CDAT) Transaction Screen Format, *page 74*
- Figure 2-81: Example of the citizenship status, *page 75*
- Figure 2-82: Example of a US Citizenship Status (CITZ) Transaction Screen Format, *page 76*
- Figure 2-83: Sample Format for Card #1, UG Transaction, *page 77*
- Figure 2-84: Sample Format for Card #2, UG Transaction, *page 77*
- Figure 2-85: Sample Format, Card #1, with APO, *page 78*
- Figure 2-86: Sample Format, Card #1, Foreign Address, *page 78*
- Figure 2-87: Sample Format Card #2, Foreign Address, *page 79*
- Figure 2-88: Example of a Current Mailing Address (UG) Transaction, Card I, Screen Format, *page 80*
- Figure 2-89: Example of a Current Mailing Address (UG) Transaction, Card 2, Screen Format, *page 81*
- Figure 2-90: Example of service component how acquired, peacetime/mobilization, *page 82*
- Figure 2-91: Example of service component how acquired, wartime, *page 82*
- Figure 2-92: Example of Expiration of Service Agreement (ESA)/Expiration of Term of Service (ETS), if not reporting service agreement or term, *page 82*
- Figure 2-93: Example of service agreement/term of service, *page 83*
- Figure 2-94: Example of a Service Component (COMP) Peacetime Transaction Screen Format, *page 83*
- Figure 2-95: Example of a Service Component (COMP) Wartime Transaction Screen Format, *page 84*

Contents—Continued

- Figure 2-96: Example of current date of rank (DOR), *page 85*
- Figure 2-97: Example of a Current Grade/Date of Rank (Permanent) (CPGD) Transaction Screen Format, *page 85*
- Figure 2-98: Example of civilian education level, *page 86*
- Figure 2-99: Example of a Civilian Education Level (CVED) Transaction Screen Format, *page 86*
- Figure 2-100: Example of date dependents arrived overseas, *page 87*
- Figure 2-101: Example of a Date Dependents Arrived Overseas (DDAR) Transaction Screen Format, *page 88*
- Figure 2-102: Example of DDPO Transaction, *page 89*
- Figure 2-103: Example of a Date Departed for Overseas (DDPO) Transaction Screen Format, *page 89*
- Figure 2-104: Example of number of dependent adults, *page 90*
- Figure 2-105: Example of country or state of birth (spouse), *page 90*
- Figure 2-106: Example of a Dependency Data (DEPD) Transportation Screen Format, *page 91*
- Figure 2-107: Example of year and month of arrival of authorized dependents, if data element is to be reported, *page 92*
- Figure 2-108: Example of year and month of arrival of authorized dependents, if data element is not to be reported, *page 92*
- Figure 2-109: Example of a Number of Dependents (DEPN) Transaction Screen Format, *page 93*
- Figure 2-110: Example of an individual assigned oversea (includes non-CONUS resident not serving in his non-CONUS area of residence), *page 94*
- Figure 2-111: Example of non-CONUS resident serving in his or her non-CONUS area of residence, *page 94*
- Figure 2-112: Example of an indefinite DEROS, *page 94*
- Figure 2-113: Example of a date option code, *page 94*
- Figure 2-114: Example of a Date Eligible to Return From Overseas (DERO) Transaction Screen Format, *page 95*
- Figure 2-115: Example of a unit processing code (UPC), *page 96*
- Figure 2-116: Example of a Dropped From the Rolls (DFR) Transaction Screen Format, *page 97*
- Figure 2-117: Example of a defense language aptitude test battery, *page 98*
- Figure 2-118: Example of a Defense Language Aptitude Battery (DLAB) Transaction Screen Format, *page 98*
- Figure 2-119: Example of requesting a deletion in the reason code, *page 99*
- Figure 2-120: Example of canceling a previously reported date of loss, *page 99*
- Figure 2-121: Example of reporting an anticipated date of loss, *page 99*
- Figure 2-122: Example of a requested new arrival month, *page 100*
- Figure 2-123: Example of an Anticipated Date of Loss (DLOS) Transaction Screen Format, *page 100*
- Figure 2-124: Example of date of birth, Example 1, *page 101*
- Figure 2-125: Example of country of citizenship, Example 1, *page 101*
- Figure 2-126: Example of country of citizenship, Example 2, *page 102*
- Figure 2-127: Example of country of citizenship, Example 3, *page 102*
- Figure 2-128: Example of country of citizenship, Example 4, *page 102*
- Figure 2-129: Example of country/state of birth, Example 5, *page 102*
- Figure 2-130: Example of date of birth, Example 6, *page 103*
- Figure 2-131: Example of country/state of birth, Example 7, *page 103*
- Figure 2-132: Example of a Date of Birth (DOB) Transaction Screen Format, *page 104*
- Figure 2-133: Example of date of rank (DOR), *page 105*
- Figure 2-134: Example of a Date of Rank (DOR) Transaction Screen Format, *page 105*
- Figure 2-135: Example of date last returned from oversea (DROS), if DROS is present, *page 106*
- Figure 2-136: Example of date last returned from oversea (DROS), if officers has no previous oversea service, *page 106*
- Figure 2-137: Example of a Date Returned From Overseas (DROS) Transaction Screen Format, *page 107*
- Figure 2-138: Example of reporting dual service component only, *page 108*
- Figure 2-139: Example of terminating dual service component and grade, *page 108*
- Figure 2-140: Example of a dual service grade abbreviation, *page 108*
- Figure 2-141: Example of a Dual Service component Status and Grade (DSCS) Transaction Screen Format, *page 109*
- Figure 2-142: Example of delay-in-separation code, *page 110*
- Figure 2-143: Example of a Delay in Separation (DSEP) Transaction Screen Format, *page 110*
- Figure 2-144: Example of ethnic group designation, *page 111*
- Figure 2-145: Example of an Ethnic group Designation (EGD) Transaction Screen Format, *page 111*

Contents—Continued

- Figure 2-146: Example of home of record entry on active duty, *page 112*
Figure 2-147: Example of a Date of Entry on Active Duty in Current Tour (EDAT) Transaction Screen Format, *page 112*
Figure 2-148: Example of year and month of last evaluation report, *page 113*
Figure 2-149: Example of removing an invalid closing year and month date, *page 113*
Figure 2-150: Example of a Year and Month of Last Evaluation Report (ERPT) Transaction Screen Format, *page 114*
Figure 2-151: Example of reason for change of ETS, *page 115*
Figure 2-152: Example of delay in separation code (DISC), *page 115*
Figure 2-153: Example of an Expiration of Term of Service (ETS) Transaction Screen Format, *page 116*
Figure 2-154: Example of a movement designator code (MDC), *page 117*
Figure 2-155: Example of an Erroneous Enlistment/Release From Service (FENL) Transaction Screen Format, *page 117*
Figure 2-156: Example of FHA insurance eligibility indicator code, if Y, *page 118*
Figure 2-157: Example of FHA insurance eligibility indicator code, if N, *page 118*
Figure 2-158: Example of a FHA Insurance Eligibility Certificate Indicator (FHA I) Transaction Screen Format, *page 119*
Figure 2-159: Example of a tour completion code, *page 120*
Figure 2-160: Example of a tour indicator code, *page 120*
Figure 2-161: Example of a Foreign Service Data (FSVD) Transaction Screen Format, *page 121*
Figure 2-162: Example of year and month Good Conduct Medal Suspense (GCMS), *page 122*
Figure 2-163: Example of a Good Conduct Medal Suspense (GCMS) Transaction Screen Format, *page 122*
Figure 2-164: Example of date of rank (DOR), *page 124*
Figure 2-165: Example of PMOS, *page 124*
Figure 2-166: Example of PMOS ASI, *page 124*
Figure 2-167: Example of PMOS ASI if the ASI has been withdrawn, *page 124*
Figure 2-168: Example of a Grade Change (Promotion/Reduction) (GRCH) Transaction Screen Format, *page 125*
Figure 2-169: Example of a grade code, *page 126*
Figure 2-170: Example of a Grade Code Change (GRDC) Transaction Screen Format, *page 126*
Figure 2-171: Example of a GTA score, *page 127*
Figure 2-172: Example of a General Technical Aptitude Area Score (GTAS) Transaction Screen Format, *page 128*
Figure 2-173: Example of a regimental homebase code, *page 129*
Figure 2-174: Example of a Regimental Homebase (HOB A) Transaction Screen Format, *page 129*
Figure 2-175: Example of a voucher number, *page 130*
Figure 2-176: Example of an Inquiry (INQY) Transaction Screen Format, *page 131*
Figure 2-177: Example of a incentive pay code, *page 132*
Figure 2-178: Incentive Pay (IPAY) Transaction Screen Format, *page 132*
Figure 2-178.1: Example of Effective-Date-2, *page 133*
Figure 2-178.2: Example of a JUMPS Army corrector transaction (JACT), *page 134*
Figure 2-179: Example of New Name, *page 135*
Figure 2-180: Sample Disposition Form (DA Form 2496), *page 136*
Figure 2-181: Example of a Legal Name Change (LMAM) Transaction Screen Format, *page 137*
Figure 2-182: Example of a Local Data SIDPERS Personnel File (LOCO) Transaction Screen Format, *page 138*
Figure 2-183: Example of a date of last Permanent Change of Station (PCS), *page 139*
Figure 2-184: Example of a Last Permanent Change of Station (LPCS) Transaction Screen Format, *page 139*
Figure 2-185: Example of a major subject of college education, *page 140*
Figure 2-186: Example of a Major Area of Discipline/College (MADC) Transaction Screen Format, *page 141*
Figure 2-187: Example of a marital status code, *page 142*
Figure 2-188: Example of number of dependents, *page 142*
Figure 2-189: Example of year and month of arrival accompanying dependents, *page 142*
Figure 2-190: Example of Marital Status (MARS) Transaction Screen Format, *page 143*
Figure 2-191: Example of a main civilian occupation code, *page 144*
Figure 2-192: Example of a Main Civilian Occupation (MCVO) Transaction Screen Format, *page 144*
Figure 2-193: Example of a internship specialty code, *page 145*
Figure 2-194: Example of an internship hospital code, *page 145*

Contents—Continued

- Figure 2-195: Example of a Medical Internship (MEDI) Transaction Screen Format, *page 146*
Figure 2-196: Example of a residency months code, *page 147*
Figure 2-197: Example of a residency specialty code, *page 147*
Figure 2-198: Example of a Medical Residency/Fellowship (MEDR) Transaction Screen Format, *page 148*
Figure 2-199: Example of a year of completion code, *page 149*
Figure 2-200: Example of a Military Education Level (MILED) Transaction Screen Format, *page 149*
Figure 2-201: Example of a gaining Unit Processing Code (UPC), *page 150*
Figure 2-202: Example of a position number code (POSN), *page 150*
Figure 2-203: Example of a Move Transfer Data Record (MTDR) Peacetime Transaction Screen Format, *page 151*
Figure 2-204: Example of a Move Transfer Data Record (MTDR) Wartime Transaction Screen Format, *page 152*
Figure 2-205: Example of a name code, *page 153*
Figure 2-206: Example of a Name (NAME) Transaction Screen Format, *page 153*
Figure 2-207: Example of a NCO education code, *page 154*
Figure 2-208: Example of a NCO Education (NCOG) Transaction Screen Format, *page 155*
Figure 2-209: Example of a number of long overseas tours code, *page 156*
Figure 2-210: Example of a Number of Overseas Tours (NSLT) Transaction Screen Format, *page 156*
Figure 2-211: Example of a voucher number code if SROF is not to be updated, *page 157*
Figure 2-212: Example of a reserve component file indicator, *page 157*
Figure 2-213: Example of an Authorized Strength File Inquiry (OAUT) Transaction Screen Format, *page 158*
Figure 2-214: Example of a civilian education year completed code (OCVE) if the data element is not being reported, *page 159*
Figure 2-215: Example of a civilian education year completed code (OCVE) if the data element is being reported, *page 159*
Figure 2-216: Example of an Officer Civilian Education (OCVE) Transaction Screen Format, *page 160*
Figure 2-217: Example of a voucher number code if SROF is not being updated, *page 161*
Figure 2-218: Example of a reserve component file indicator code, *page 161*
Figure 2-219: Example of a SIDPERS Personnel File Inquiry (OPER) Transaction Screen Format, *page 162*
Figure 2-220: Example of a training standard officer account number code, *page 163*
Figure 2-221: Example of a Test Control Officer Number (OTCO) Transaction Screen Format, *page 163*
Figure 2-222: Example of removal of a disputed record on the SPF, *page 164*
Figure 2-223: Example of a Privacy Act Disputed Record (PADR) Transaction Screen Format, *page 164*
Figure 2-224: Type of Change A, Card #1, *page 165*
Figure 2-225: Type of Change A, Card #2, *page 165*
Figure 2-226: Type of Change D, *page 166*
Figure 2-227: Type of Change C, Card 1 Only, *page 166*
Figure 2-228: Type of Change C, Card 2 Only, *page 167*
Figure 2-229: Example of a Previous Assignment (UR) Transaction, Card 1, Screen Format, *page 169*
Figure 2-230: Example of a Previous Assignment (UR) Transaction, Card 2, Screen Format, *page 170*
Figure 2-231: Example of PCER Transaction, *page 171*
Figure 2-232: Example of a professional certification status, deletion code, *page 171*
Figure 2-233: Example of a state of professional certification code for deletion, *page 171*
Figure 2-234: Example of a year of professional certification code, *page 171*
Figure 2-235: Example of a Professional Certification Status (PCER) Transaction Screen Format, *page 172*
Figure 2-236: Example of a PULHES code, peacetime, *page 173*
Figure 2-237: Example of a date of physical code, *page 173*
Figure 2-238: Example of a PULHES code, wartime, *page 173*
Figure 2-239: Example of a Physical Category/PULHES (PHYS) Peacetime Transaction Screen Format, *page 174*
Figure 2-240: Example of a Physical Category/PULHES (PHYS) Wartime Transaction Screen Format, *page 175*
Figure 2-241: Example of a non-reported PMOS ASI code, *page 176*
Figure 2-242: Example of a PMOS ASI code, if no previous ASI reported, *page 176*
Figure 2-243: Example of a PMOS ASI code, if no ASI following the PMOS, *page 176*
Figure 2-244: Example of a Primary Military Occupational Specialty (PMOS) Transaction Screen Format, *page 177*
Figure 2-245: Sample of the Card #1 Format for the NX Transaction, *page 178*
Figure 2-246: Sample of the Card #2 Format for the NX Transaction, *page 178*
Figure 2-247: Sample of the Card #1 Format for the NX Transaction—Foreign Address, *page 179*

Contents—Continued

- Figure 2-248: Sample of the Card #2 Format for the NX Transaction—Foreign Address, *page 179*
- Figure 2-249: Example of a Post Separation Home Address (NX) Transaction, Card 1, Screen Format, *page 181*
- Figure 2-250: Example of a Post Separation Home Address (NX) Transaction, Card 2, Screen Format, *page 182*
- Figure 2-251: Example of a Program Procurement Number (PPN) code, *page 183*
- Figure 2-252: Example of a Program Procurement Number (PPN) Transaction Screen Format, *page 183*
- Figure 2-253: Example of a previous date of rank code, *page 184*
- Figure 2-254: Example of a Date of Rank for Previous Grades for Officer/Warrant Officer (PPTR) Transaction Screen Format, *page 184*
- Figure 2-255: Example of a promotable indicator code, *page 185*
- Figure 2-256: Example of a Promotable Indicator (PRMI) Transaction Screen Format, *page 186*
- Figure 2-257: Example of a promotion MOS code, *page 187*
- Figure 2-258: Example of a progression MOS code, *page 187*
- Figure 2-259: Example of deleting the progression MOS, *page 187*
- Figure 2-260: Example of a promotion indicator, *page 187*
- Figure 2-261: Example of a current promotion points code, *page 188*
- Figure 2-262: Example of a promotion points, current, *page 188*
- Figure 2-263: Example of a previous promotion points code, *page 188*
- Figure 2-264: Example of a Promotion/Progression MOS (PRMS) Transaction Screen Format, *page 189*
- Figure 2-265: Example of a race code, *page 189*
- Figure 2-266: Example of a Race (RACE) Transaction Format, *page 190*
- Figure 2-267: Example of a no change to control and basic branch code, *page 191*
- Figure 2-268: Example of a change to control branch only code, *page 191*
- Figure 2-269: Example of a change to basic branch only code, *page 191*
- Figure 2-270: Example of a change to control branch and basic branch, *page 191*
- Figure 2-271: Example of a Regular Army Appointment (RAPT) Transaction Screen Format, *page 192*
- Figure 2-272: Example of a regimental affiliation field directed reassignment code, *page 192*
- Figure 2-273: Example of a Regimental Affiliation Field Directed Reassignment (REGA) Transaction Screen Format, *page 193*
- Figure 2-274: Example of a regimental affiliation data, *page 194*
- Figure 2-275: Example of removal of a regimental affiliation data, *page 194*
- Figure 2-276: Example of a Regimental Affiliation (REGT) Transaction Screen Format, *page 194*
- Figure 2-277: Example of a religious denomination code, *page 195*
- Figure 2-278: Example of a Religion (RELG) Transaction Screen Format, *page 196*
- Figure 2-279: Example of a movement designator code (MDC), *page 197*
- Figure 2-280: Example of a bonus MOS, *page 198*
- Figure 2-281: Example of a AEA termination date code, *page 198*
- Figure 2-282: Example of an Enlistment/Reenlistment (RENLI) Transaction Screen Format, *page 199*
- Figure 2-283: Example of a permanent date of rank code, *page 200*
- Figure 2-284: Example of a Reserve Promotion (RPRM) Transaction Screen Format, *page 200*
- Figure 2-285: Example of an action data code, *page 201*
- Figure 2-286: Example of a Revocation of Transfer Data Record (RTDR) Transaction Screen Format, *page 201*
- Figure 2-287: Example of a year of bar exam code, *page 202*
- Figure 2-288: Example of a branch code, *page 202*
- Figure 2-289: Example of a State Bar Membership (SBAR) Transaction Screen Format, *page 203*
- Figure 2-290: Example of a special duty assignment pay status code, *page 204*
- Figure 2-291: Example of a Special Duty Assignment Pay (SDAP) Transaction Screen Format, *page 204*
- Figure 2-292: Example of a date of separation code, if officer or warrant officer, *page 206*
- Figure 2-293: Example of a date of separation code, if enlisted, *page 206*
- Figure 2-294: Example of a date of separation code, if different from the date of this transaction for an officer or warrant officer, *page 206*
- Figure 2-295: Example of a date of separation code, if different from the date of this transaction for an enlisted, *page 206*
- Figure 2-296: Example of a date of separation code, if enlisted and does not desire immediate enlistment in the IRR, *page 206*
- Figure 2-297: Example of a separation to the IRR indicator code, *page 207*

Contents—Continued

- Figure 2-298: Example of a type of transfer or discharge code, *page 207*
Figure 2-299: Example of a servicemen's group life insurance (SGLI) coverage code, *page 207*
Figure 2-300: Example of a Separation/Discharge/Retirement (SEP) Peacetime Transaction Screen Format, *page 208*
Figure 2-301: Example of a Separation/Discharge/Retirement (SEP) Mobilization Transaction Screen Format, *page 209*
Figure 2-302: Example of a Separation/Discharge/Retirement (SEP) Wartime Transaction Screen Format, *page 210*
Figure 2-303: Example of a sex code, *page 211*
Figure 2-304: Example of a Sex (SEX) Transaction Screen Format, *page 211*
Figure 2-305: Example of a SMOS code not to be reported or withdrawn, *page 212*
Figure 2-306: Example of a SMOS ASI code, *page 212*
Figure 2-307: Example of a Secondary Military Occupational Specialty (SMOS) Transaction Screen Format, *page 213*
Figure 2-308: Example of a special pay code, *page 214*
Figure 2-309: Example of a Special Pay (SPAY) Transaction Screen Format, *page 214*
Figure 2-310: Example of a social security number code for military spouse of a service member, *page 215*
Figure 2-311: Example of a military personnel class of active duty spouse code, *page 215*
Figure 2-312: Example of a DOD component of active duty spouse code, *page 215*
Figure 2-313: Example of a change to social security number of military spouse of a service member code, *page 216*
Figure 2-314: Example of the SPDR Transaction Screen, *page 216*
Figure 2-315: Example of a Unit Processing Code (UPC), *page 217*
Figure 2-316: Example of a Skill Qualification Test (SQT) Transaction Screen Format, *page 218*
Figure 2-317: Example of a SSN code, *page 218*
Figure 2-318: Example of a Social Security Number (SSAN) Transaction Screen Format, *page 219*
Figure 2-319: Example of a Unit Processing Code (UPC), *page 220*
Figure 2-320: Example of a Transfer of an Officer to Another Armed Service (TRAN) Transaction Screen Format, *page 220*
Figure 2-321: Example of a variable reenlistment bonus MOS code, *page 221*
Figure 2-322: Example of a variable reenlistment bonus date code, *page 221*
Figure 2-323: Example of a enlistment/reenlistment bonus indicator code, *page 221*
Figure 2-324: Example of an Enlistment/Variable Reenlistment/Selective Reenlistment Bonus MOS (VRBM) Transaction Screen Format, *page 222*
Figure 2-325: Example of a year and month photograph suspense code, *page 223*
Figure 2-326: Example of a Year and Month of Photograph (YMPS) Transaction Screen Format, *page 223*
Figure 3-1: Extract of the P11 which shows the Error Number, Error Mnemonic and Compatibility Printline, *page 224*
Figure 3-2: Extract from Appendix C, *page 226*
Figure 3-3: Example of an Error Suspense Card with the Error Control Number, *page 228*
Figure 3-4: Example of an Error Suspense Card with a corrected error condition, *page 229*
Figure 3-5: Example of the correct way to delete an Error Suspense Card, *page 230*
Figure 3-6: Example of a Deletion of an Error Suspense Card Screen Format, *page 231*
Figure 3-7: Example of the manual preparation of an Error Suspense Deletion Card, *page 232*
Figure 4-1: Example of the Personnel Transaction Register, *page 234*
Figure 4-2: Example of the Personnel Transaction Summary with test data, *page 235*
Figure 4-3: Sample of the Personnel Transaction Register, *page 239*
Figure 4-4: Sample of the DA Error Notice Listing, Part III, DA Error Notices for MILPO Resolution, *page 245*
Figure 4-5: Sample of the Error Deletions Processed—Local Input By Originator—AAC-P41, *page 250*
Figure 4-6: Sample of the Unresolved Error Report By Originator—AAC-P29, *page 251*
Figure 4-7: Sample of the peacetime authorized strength inquiry report—AAC-All, *page 252*
Figure 4-8: Sample of the wartime authorized strength inquiry report—AAC-All, *page 254*
Figure 4-9: Sample Format for the MOS Master File Listing, *page 256*
Figure 4-10: Sample format for SAF file listing—page 1, *page 258*
Figure 4-11: Sample format for SAF file listing—page 2 and subsequent pages, *page 259*
Figure 4-12: Sample Format for Monthly Edit Report Personnel Master File MOS Verification, *page 261*

Contents—Continued

- Figure 4-13: Sample Format for Data Elements Error Conditions for Monthly Edit Report Personnel Master File MOS Verification, *page 262*
- Figure 4-14: Sample Format for Monthly Edit Report Personnel Master File MOS Verification Error Condition Resolution, *page 263*
- Figure 4-15: Sample format for organization master file, *page 265*
- Figure 4-16: SIDPERS Personnel Edit Report, *page 266*
- Figure 4-17: SIDPERS Personnel File Edit Report (Totals), *page 268*
- Figure 4-18: Sample of the Personnel Transaction Summary by Transaction Mnemonic by Originator—AAC-P15, *page 269*
- Figure 4-19: Format for SPF Data Sampling for Strength Months January, May and September, *page 271*
- Figure 4-20: Format for SPF data sampling for strength months February, June, and October, *page 272*
- Figure 4-21: Format for SPF data sampling for strength months April, August, and December, *page 274*
- Figure 4-22: Format for SPF data sampling for strength months March, July, and November, *page 275*
- Figure 4-23: Sample format for peacetime SPF record inquiry file listing, *page 279*
- Figure 4-24: Sample Format for Wartime SPF Record Inquiry File Listing, *page 280*
- Figure 4-25: Sample of the cyclic JUMPS transaction register—AAC-P49, *page 281*
- Figure 4-26: Sample of the JUMPS receipt notice listing—AAC-P51, *page 283*
- Figure 4-26.1: Sample of the cyclic JUMPS transaction register generated as a result of NAME or LNAM processing—AAC-P54, *page 285*
- Figure 4-26.2: Sample of the cyclic JUMPS transaction register generated as a result of COMP processing—AAC-P55, *page 286*
- Figure 4-26.3: Sample of the cyclic JUMPS transaction register generated as a result of DSCS processing—AAC-P56, *page 288*
- Figure 4-26.4: Sample of the cyclic JUMPS transaction register generated as a result of SEX processing—AAC-P57, *page 289*
- Figure 4-26.5: Sample of the JUMPS receipt notice listing for SEX—AAC-P58, *page 290*
- Figure 4-26.6: Sample of the JUMPS receipt notice listing for NAME—AAC-P59, *page 294*
- Figure 4-26.7: Sample of the JUMPS receipt notice listing for COMP—AAC-P60, *page 297*
- Figure 4-26.8: Sample of the JUMPS receipt notice listing for DSCS—AAC-P61, *page 301*
- Figure 4-27: Sample of the report of BASD-PEBD adjustment—AAC-P84, *page 304*
- Figure 5-1: Example of a suggested TASO terminal area inspection check list, *page 306*
- Figure 7-1: An Example of the screen that appears when the terminal is turned on, *page 318*
- Figure 7-2: Example of the screen that will appear after you have typed SIGNON and pressed the (ENTER) key, *page 319*
- Figure 7-3: Example which shows where you enter the code for your selection, *page 320*
- Figure 7-4: Example of where you enter TAPS, *page 321*
- Figure 7-5: Example of where you enter the Code of the system that you wish to use, *page 322*
- Figure 7-6: Example of where you enter your operator number and Password on the initial TAPS screen, *page 323*
- Figure 7-7: Example of the screen upon which you enter your Processing mode, originator code and PPA code, *page 324*
- Figure 7-8: Example of the SIDPERS Data Entry system Processing Screen if you have access to both Unit and MILPO Screens, *page 325*
- Figure 7-9: Example which shows how to indicate your choice under data entry, *page 326*
- Figure 7-10: Example of the MILPO Input Menu Screen—Peacetime, *page 327*
- Figure 7-11: Example of the MILPO Input Menu Screen—Mobilization, *page 328*
- Figure 7-12: Example of the MILPO Input Menu (Wartime), *page 329*
- Figure 7-13: Example of the Free Form Screen, *page 330*
- Figure 7-14: Example of the MPC Processing Screen, *page 331*
- Figure 7-15: Example of the FID N, Enlisted, Card 1, *page 332*
- Figure 7-16: Example of the FID N, Officer/Warrant Officer, Card 1, *page 333*
- Figure 7-17: Example of the FID N, Enlisted, Card 2, *page 334*
- Figure 7-18: Example of the FID N, Officer/Warrant Officer, Card 2, *page 335*
- Figure 7-19: Example of the FID N, Enlisted, Card 3, *page 336*
- Figure 7-20: Example of the FID N, Officer/Warrant Officer, Card 3, *page 337*
- Figure 7-21: Example of the FID N, Enlisted, Card 4, *page 338*

Contents—Continued

- Figure 7-22: Example of the FID N, Officer/Warrant Officer, Card 4, *page 339*
- Figure 7-23: Example of the FID Q, Enlisted, Card 1, *page 340*
- Figure 7-24: Example of the FID Q, Officer/Warrant Officer, Card 1, *page 341*
- Figure 7-25: Example of the FID Q, Enlisted, Card 2, *page 342*
- Figure 7-26: Example of the FID Q, Officer/Warrant Officer, Card 2, *page 343*
- Figure 7-27: Example of the FID Q, Enlisted, Card 3, *page 344*
- Figure 7-28: Example of the FID Q, Officer/Warrant Officer, Card 3, *page 345*
- Figure 7-29: Example of the FID Q, Enlisted, Card 4, *page 346*
- Figure 7-30: Example of the FID Q, Officer/Warrant Officer, Card 4, *page 347*
- Figure 7-31: Example of the FID Q, Enlisted, Card 5, *page 348*
- Figure 7-32: Example of the first screen that appears after you have selected Data Query, *page 349*
- Figure 7-33: Example of the screen where you enter the SSN of the soldier whose DA Form 2 you wish to query, *page 350*
- Figure 7-34: Example of the screen where you select what section of the DA Form 2 you wish to view, *page 351*
- Figure 7-35: Example of the DA Form 2A, Enlisted, Section I, *page 352*
- Figure 7-36: Example of the DA Form 2A, Enlisted, Section II, *page 353*
- Figure 7-37: Example of the Enlisted, DA Form 2A, Section II, Screen—Continued, *page 354*
- Figure 7-38: Example of the Enlisted, DA Form 2A, Section III, Screen, *page 355*
- Figure 7-39: Example of the Enlisted, DA Form 2A, Section IV, Screen, *page 356*
- Figure 7-40: Example of the DA Form 2A, Enlisted, Section V, *page 357*
- Figure 7-41: Example of the DA Form 2A, Enlisted, Section VI, *page 358*
- Figure 7-42: Example of the DA Form 2B, Officer/Warrant Officer, Section I, *page 359*
- Figure 7-43: Example of the DA Form 2B, Officer/Warrant Officer, Section II, *page 360*
- Figure 7-44: Example of the Officer/Warrant Officer, DA Form 2B, Section II, Screen—Continued, *page 361*
- Figure 7-45: Example of the Officer/Warrant Officer, DA Form 2B, Section III, Screen, *page 362*
- Figure 7-46: Example of the Officer/Warrant Officer, DA Form 2B, Section IV, Screen, *page 363*
- Figure 7-47: Example of the DA Form 2B, Officer/Warrant Officer, Section V, *page 364*
- Figure 7-48: Example of the DA Form 2B, Officer/Warrant Officer, Section VI, *page 365*
- Figure 7-49: Example of the DA Form 2A, Enlisted (Wartime), *page 366*
- Figure 7-50: Example of the DA Form 2B, Officer/Warrant Officer, Wartime, *page 367*
- Figure 7-51: Example of the screen which shows you how to indicate that you wish to perform a PQR update (Transaction Generation), *page 368*
- Figure 7-52: Example of the screen in PQR update, where you enter a soldier's SSN, *page 369*
- Figure 7-53: Example which shows you where to enter the code for Ad-Hoc Query, *page 370*
- Figure 7-54: Example of the screen where you indicate the file that you wish to query in the *Peacetime* mode, *page 371*
- Figure 7-55: Example of the screen where you indicate the file that you wish to query in the *Wartime* mode, *page 372*
- Figure 7-56: Example of how you indicate the file you wish to query and also enter "D" on the Action Line, *page 373*
- Figure 7-57: Example of the SPF Data Dictionary, Page 1, *page 374*
- Figure 7-58: Example of how you scroll through the Data Dictionary, *page 375*
- Figure 7-59: Example of the error message that you will see if you try to scroll beyond the last page of the Data Dictionary, *page 376*
- Figure 7-60: Example of the AD-Hoc Query Screen, *page 377*
- Figure 7-61: Example of how you formulate an ad-hoc-query using the data dictionary, *page 378*
- Figure 7-61.1: Example of how you formulate an ad hoc query using the data dictionary—Continued, *page 379*
- Figure 7-62: Example of how you formulate an ad hoc query using the data dictionary—Continued, *page 380*
- Figure 7-63: Example of how you formulate an ad hoc query using the data dictionary—Continued, *page 381*
- Figure 7-64: Example of how you formulate an ad hoc query using the data dictionary—Continued, *page 382*
- Figure 7-65: Example of how you formulate an ad hoc query using the data dictionary—Continued, *page 383*
- Figure 7-66: Example of how you formulate an ad hoc query using the data dictionary—Continued, *page 384*
- Figure 7-66.1: Example of how you formulate an ad hoc query using the data dictionary—Continued, *page 385*
- Figure 7-67: Example of how you formulate an ad hoc query using the data dictionary—Continued, *page 386*
- Figure 7-68: Example of how you formulate an ad hoc query using the data dictionary—Continued, *page 387*

Contents—Continued

- Figure 7-68.1: Example of how you formulate an ad hoc query using the data dictionary—Continued, *page 388*
- Figure 7-69: Example of the screen that will appear once you have formulated your query using the data dictionary, *page 389*
- Figure 7-70: Example which shows where to enter the data in the from and to range areas, *page 390*
- Figure 7-71: Example of the first data element chosen in an ad-hoc query, *page 391*
- Figure 7-72: Example which shows the from and to range of the first data element in your query, *page 392*
- Figure 7-73: Example which shows the second data element in your query with data in the from and to ranges, *page 393*
- Figure 7-74: Example which shows the third data element in your query with data in the from and to ranges, *page 394*
- Figure 7-75: Example which shows the sort data of your query, *page 395*
- Figure 7-76: Example which shows the display elements of your query, *page 396*
- Figure 7-77: Example of the data query status screen, *page 397*
- Figure 7-78: Example of the data query status screen with an error message, *page 398*
- Figure 7-79: Example of an ad hoc query definition screen with the print capability error message, *page 399*
- Figure 7-80: Example of a completed query in which the requested data is displayed, *page 400*
- Figure 7-81: Example of the end-of-query display error message, *page 401*
- Figure 7-82: Example of the view data dictionary screen—peacetime, *page 402*
- Figure 7-83: Example of the view data dictionary screen—wartime, *page 403*
- Figure 7-84: Example which shows where to enter your selection code, *page 404*
- Figure 7-85: Example of the SPF data dictionary, page 1, *page 405*
- Figure 7-86: Example of the error message that you will receive if you try to scroll past the last page of the data dictionary, *page 406*
- Figure 7-87: Example which shows where you enter “CQ”, *page 407*
- Figure 7-88: Example which shows you how to enter CQ from the SIDPERS data entry screen, *page 408*
- Figure 7-89: Example of the relative batch number screen, *page 409*
- Figure 7-90: Example of the relative batch number screen which shows you where to enter the RBN, *page 410*
- Figure 7-91: Example of the screen which shows the contents of a batch and where to enter the column shift codes, *page 411*
- Figure 7-92: Example of a screen that will appear once a CS## has been executed, *page 412*
- Figure 7-93: Example of the screen that will appear once you have entered “SO” on the action line, *page 413*
- Figure 7-94: Example of a screen where you have typed “CSSF LOGOFF”, *page 414*
- Figure 7-95: Example of the message you will receive once you have signed off the system, *page 415*

Glossary

Chapter 1

Introduction

1-1. Purpose

The purpose of this pamphlet is as follows:

- a. To provide procedural guidance for the Personnel Service Center (PSC) serviced by the Standard Installation/Division Personnel System (SIDPERS).
- b. To define, in general terms, the responsibilities of the PSC with respect to SIDPERS.
- c. To facilitate the Army-wide standardization of military personnel management and personnel administration procedures in a SIDPERS environment.

1-2. References

Required and related publications and forms are listed in appendix A.

1-3. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are explained in the glossary.

1-4. Scope

This pamphlet is one of the publications in the DA Pamphlet 600-8 series designed to provide operating instructions and guidance for each specific functional level served by SIDPERS. This pamphlet provides administrative guidance and procedures to the PSC and is organized as follows:

- a. Chapter 1 contains general information regarding the purpose, use, background, objectives, descriptions, and special features of SIDPERS, including basic responsibilities of the PSC.
- b. Chapter 2 provides guidance on SIDPERS changes required to be reported by the PSC serviced by SIDPERS. Detailed procedures are provided for the preparation and submission of SIDPERS changes.
- c. Chapter 3 discusses errors and provides guidance on the error correction functions in SIDPERS as pertains to the PSC.
- d. Chapter 4 contains information and procedures on the maintenance and processing of SIDPERS rosters, reports, registers, and other output documents received from the Personnel Automation Section (PAS).
- e. Chapter 5 contains information on terminal area security.
- f. Chapter 6 contains information and the procedure for the preparation and processing of accessions of personnel to the strength of the active Army.
- g. Chapter 7 contains information pertaining to Army Standard Information Management System (ASIMS) (formerly VIABLE).

1-5. Background

- a. SIDPERS is a standard, automated, integrated personnel system designed to provide personnel data support at the division, installation, brigade, battalion, and unit levels.
- b. Operationally, SIDPERS is designed as an integral part of the Army's Personnel Information Systems (PER-SINS). Through the use of a standard personnel data record and reporting system, there is a two-way flow of personnel information between reporting organizations at the BNS1, PSC levels, and HQDA. The flow of information within a SIDPERS activity is explained in paragraph 1-9.

1-6. Objectives

- a. Support the personnel needs of the individual soldier.
- b. Provide sufficient management information to the local commander to enable him to effectively manage personnel during peacetime, and satisfy essential personnel strength and management information needs during periods of mobilization and wartime.
- c. Support rapid accession of Reserve Components (RC).
- d. Overcome hardware constraints in the current Automatic Data Processing Equipment (ADPA) environment.
- e. Meet wartime, mobilization, and peacetime personnel automated needs, in the order of priority.
- f. Satisfy HQDA personnel data needs.
- g. Interface with other automated systems.
- h. Improve personnel data accuracy.
- i. Provide a uniform system which can be easily adapted to changing requirements.

1-7. System description

- a. *Population serviced.* The SIDPERS is designed to service active Army personnel and other special component personnel that are assigned to permanent party units. Additionally, the system design—

- (1) Provides for servicing trainees and students.
- (2) Provides for servicing transient populations at Overseas Replacement Centers (OSRC) and Replacement Regulating Detachments (RRD) during wartime and Separation Transfer Activities (STA) during peacetime.
- (3) Does not provide for servicing other service or foreign military personnel.
- (4) Does not provide for servicing civilian personnel or maintaining civilian authorizations.
- (5) Provides for servicing a maximum of 2,954 organizations and 68,544 personnel (active) during peacetime and 4,723 organizations and 251,328 personnel (active) during wartime.

b. Major functions to be performed. The SIDPERS will perform three major functions and support three specialized areas. The three major functions are—

(1) *Strength accounting.* The processing of transactions reflecting gains and losses to the Army strength and gains and losses at the accountable unit level. Strength accounting is affected by accessions, separations, dropped from rolls, deaths and reassignments between accountable units.

(2) *Personnel management.* The processing of transactions reflects qualitative information on soldiers. Included are military qualification data (grade, MOS/SSI, ASI, SQI, language proficiency, etc.) and miscellaneous data (sex, race, marital status, etc.).

(3) *System interface.* The SIDPERS is designed to interface with—

- (a) The officer master file (OMF) and the enlisted master file (EMF) maintained at PERSCOM.
- (b) The Centralized Assignment Procedures III System (CAP III)—enlisted only.
- (c) The HQDA MOS master file provided to the SIDPERS activities by PERSCOM.
- (d) The Central Transient Accounting System (CTAS) maintained at PERSCOM— peacetime only.
- (e) The Unit Status and Identity Report System (UNITREP) maintained by ODCSOPS.
- (f) The Vertical The Army Authorization Document System (VTAADS) maintained by ODCSOPS.
- (g) The Theater Army Roll-Up (TAPER) System.
- (h) The Reception Station System (RESTAS).

c. Specialized supported areas. In addition to the three major functions that were just described, three special areas are supported by SIDPERS. They are—

(1) *Mobilization personnel information.* This information will assist commanders and their staffs in the event of mobilization by prepositioning unit (organization) and personnel data. To accomplish this task, the Army Locator data (Active and Reserve Component organization data) must be maintained by SIDPERS (Army-wide). Also, this support provides for cross-leveling, which will assist the personnel manager in filling early deployment requirements and will enhance the requisitioning process (automated or manual).

(2) *Overseas replacement center support (OSRC).* Where applicable, SIDPERS will provide strength accounting for the OSRC on an exception basis. SIDPERS interfaces will provide selected transactions, and SPF extracts (during wartime) for TAPER and the various local SIDPERS in the Theater of Operation (TO).

(3) *Automatic requisitioning information.* This information will assist the personnel manager, in peacetime, to prepare requisitions by automatically generating requisition data pertaining to positions projected to be vacant during the entire requisition month.

d. General concept for SIDPERS—wartime. SIDPERS incorporates a baseline (heart-of-the-system) that is operational at all times (peacetime, mobilization, and wartime). This central core subset reduces drastically the amount of information required to be recorded and reported when the Army is in a mobilization or wartime environment.

(1) The conceptual model SIDPERS (see fig 1–1) consists of two subsets, one for wartime (SIDPERS–WT) and one that includes peacetime functions.

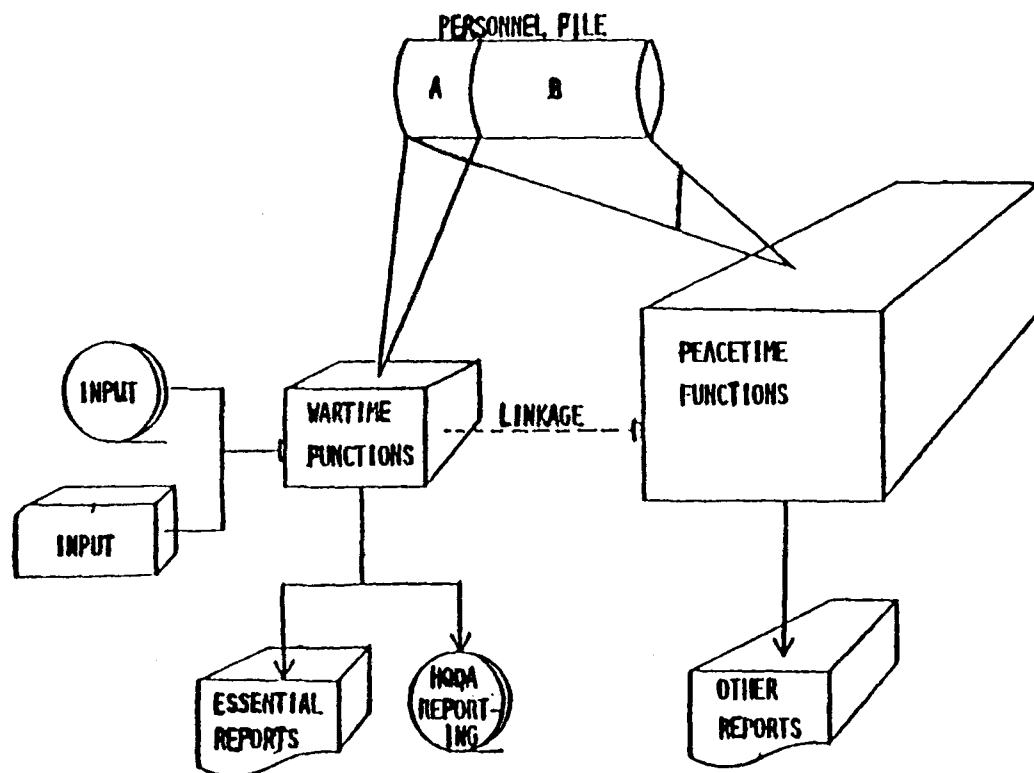


Figure 1-1. The SIDPERS Concept

(a) The wartime central subset permits processing to support the strength accounting, personnel management, and system interface functions which are essential during a mobilization/wartime situation. Since these same functions will also be supported in peacetime, this subset will operate at all times. In mobilization and wartime, the system will accept only those input transactions which support essential mobilization or wartime functions.

(b) The peacetime subset will perform those additional personnel management and reporting functions that need to be accomplished during peacetime, but are not considered critical in a mobilization or wartime environment.

(c) Under mobilization, SIDPERS can operate in the peacetime or wartime mode of operations (as directed), and the transaction processing will follow the same format rules (although limited by the types of transactions allowed). To HQDA, for example, the OMF/EMF data base processing will experience no changes from the normal procedures when SIDPERS is in the peacetime (mobilization) mode. Under wartime (mobilization) operations, of course, the transactions are limited to available data.

(2) SIDPERS will continue to provide automated personnel support to commanders and staff for assigned and attached personnel in separate brigades, divisions, corps (nondivisional troops), and installations. It will provide data to the OMF and EMF, other SIDPERS, and TAPER. SIDPERS will receive data from CAP III, OMF, EMF, RESTAS, VTAADS, SORTS, other SIDPERS, and the RC.

e. Scope of SIDPERS support during CONUS mobilization.

(1) The complexities associated with managing people in CONUS during mobilization demand that responsive integrated, automated systems be available. These systems must be capable of providing the essential information necessary to make prudent personnel management decisions at all levels of command. This information must be accurate and timely because of its critical nature in making the important decisions about the distribution of the Army's personnel resources.

(2) SIDPERS will play an important new role during mobilization, and must be capable of providing support as follows:

(a) *Active Army Units.* Support of Active Army units will be accomplished under procedures prescribed for mobilization and wartime. The amount of information recorded, maintained and reported will be reduced drastically from the normal peacetime requirements.

(b) *National Guard of the United States (NGUS) Units.* Once activated under Federal control, NGUS are accessed to Active Army strength by activating designated prepositioned unit and personnel data. SIDPERS operations will be accomplished in accordance with Active Army procedures. If computer support is not available for NGUS divisions, it will be provided on a time-sharing basis at the designated mobilization stations, either on BASOPS hardware, hardware procured from the local civilian community, or a remote servicing activity that is designated to support that particular mobilization station. When deployed, NGUS divisions are supported by their own ADPE or designated alternate ADPE. NGUS units, which are not part of a division, will receive SIDPERS support from the SIDPERS servicing activity of the organization to which the NGUS unit is assigned upon activation and deployment.

(c) *US Army Reserve Units (USAR).* USAR units and assigned personnel are activated, and then, accessed to the active Army strength by activating prepositioned unit and personnel data which is maintained at mobilization stations. These units will then receive SIDPERS support from the activity servicing the respective mobilization station. The output is hand-carried by the unit to the TO for subsequent processing of an intact unit gain. SIDPERS support is then provided in accordance with wartime operating procedures.

(d) *Individual Ready Reservists (IRR).* IRR personnel are preassigned to specific mobilization stations. When IRR personnel report to the mobilization station, personnel records are processed to the active SIDPERS files using prepositioned personnel data. SIDPERS support for IRR personnel is provided by the SIDPERS activity that services the unit to which the IRR personnel are assigned.

(e) *Inductee/enlistees.* These personnel are accessed to the active Army by military entrance processing stations (MEPS). Accountability by SIDPERS begins when these personnel report to reception stations and continues throughout basic combat training (BCT), and advanced individual training (AIT). Once trained, strength accountability will be maintained by SIDPERS in accordance with procedures for controlling the replacement flow to the TO. If these personnel are assigned to units in CONUS, support will be provided by the SIDPERS activity servicing the unit.

(f) *AWOLS/other non-deployables.* This type of support pertains primarily to units which must deploy prior to regaining control of AWOLs and temporary non-deployables. These personnel will normally be reassigned prior to the unit's deployment. Once available for assignment, these personnel will be included in the replacement flow and will receive SIDPERS support accordingly.

(g) *Replacements.* The source of replacements will be IRR, standby and retired reserve active units, training centers, and RC units. Control of the replacement flow will be supported by SIDPERS at the OSRC.

(3) While the above is not all inclusive, it is intended to present a brief overview of the scope of SIDPERS support required during a mobilization.

f. *Data base.* The SIDPERS data base consists of 11 files plus a peacetime test model record capability. All the files are maintained during peacetime, but when SIDPERS is operating on a wartime footing, several changes will occur. Some files will be maintained without change. Some files will include certain data elements that will not be maintained. Some files will be reorganized and reduced to the essential elements only. Other files will be completely scratched. The SIDPERS files are—

(1) *SIDPERS Active Army locator file (SAF).* Supported without change, SIDPERS and SIDPERS-WT. The SAF (classified file) contains a record for each parent unit and subunit of the Active Component (AC) and RC. It is used for editing organizational data, for routing AUTODIN traffic, and for activating records on RC prepositioned files that support the processing of personnel who are being mobilized.

(2) *SIDPERS organization master file (SOMF).* File size will be reduced under SIDPERS-WT operations. The SOMF includes organizational data, such as, unit designation, and will contain an individual record for each AC unit serviced. The SOMF is used for validating UPC data. Level of classification will equal the highest level classification given to a unit on the SOMF.

(3) *SIDPERS Reserve Component organization file (SROF).* This classified file contains the same basic information as the SOMF. The record consists of prepositioned information to facilitate the rapid accession of RC personnel into the Active Army.

(4) *SIDPERS authorized strength file (SASF).* During wartime, this file will be reduced in size to the essential data elements. The SASF includes data pertaining to each TOE/MTOE/TDA/MTDA position authorized, grade, MOSC, ASI, etc., and will contain a record for each individual position authorized at the local SIDPERS activity.

(5) *SIDPERS personnel file (SPF).* The SPF includes records for all officer (Commissioned and Warrant) and enlisted personnel that are supported by a particular SIDPERS. The SPF record will be considerably shorter for SIDPERS-WT to help accommodate the expected increases in serviced population by some organizations. At the same time, enough information must be left on the record to support strength accounting, personnel management, and system interface functions, which are essential during a wartime/mobilization situation.

(6) *SIDPERS military occupational specialty edit file (SMEF).* No change between peacetime and wartime operations. The SMEF contains all authorized MOSC/SSI and associated ASI. This file is used for editing SPF and SASF records for the active Army.

(7) *SIDPERS error suspense file (SESF).* This file will be resident during peacetime only. The SESF supports three basic functions in order to—

(a) Maintain tight controls on error conditions. The SESF contains records of erroneous changes and/or TDR transactions entered into the system which have not been resolved.

(b) Maintain tight controls on arrival/assigned-not-joined/attached transactions that entered into the system without a TDR having successfully processed to the SPF. These controls are also applicable to miscellaneous personnel transactions entered into the system without a TDR (and/or an arrival), assigned-not-joined, or attached transactions having successfully processed to the SPF.

(c) Generate reports that enable management to monitor the unit, personnel service center (PSC), individual performance, and the status of transactions written to the SESF.

(d) Identify weaknesses in reporting and enable management to initiate training needs or correct processing procedures.

(8) *SIDPERS assignment instructions file (SAIF)*. The SAIF is a peacetime only file (not supported by SIDPERS-WT). This file contains assignment instructions received from higher headquarters (e.g., CAP III), and requisitions pertaining to Active Army enlisted personnel. The SAIF is used in conjunction with the SAF, SOMF, and SPF to project assets, provide suspense (to control movement), and create requisition status information.

(9) *SIDPERS requisitioning note file (SRNF)*. The SRNF is a peacetime only file (not supported by SIDPERS-WT). This file contains special instructions which must be considered when requisitioning personnel for a particular position.

Note. All positions must have an authorization record on the SASF.

(10) *SIDPERS stacker file (SSF)*. The SSF is used to store transactions that have a future processing suspense date. Currently, the only transactions resident are grade change (GRCH) for automatic advancement to E2 through E4 generated from the local SIDPERS month ending processing cycle or the HQDA grade changes which originate at PERSCOM. The stacker file is for peacetime use only.

(11) *SIDPERS report control file (SRCF)*. This file is used in conjunction with the Standard Entry Exit System (SEES) for providing SIDPERS output reports to remotely supported sites. These subactivities must have AUTODIN capability to receive traffic in tape or card format, and ADPE to translate input to hard copy. This file is maintained locally (reflecting each SIDPERS activities special situation), and will be resident for both peacetime and wartime SIDPERS processing.

(12) *Test model records*. Test model records are temporary records that may be constructed on all files in the SIDPERS data base, when system testing is performed to insure that changes have been correctly implemented in accordance with the functional requirements. Test model records may also be used for training purposes. Test model records are for peacetime use only.

1-8. Special features

The SIDPERS design includes certain special features which are highlighted here.

a. *Wartime/peacetime operations*. SIDPERS modification schedule is discussed under paragraph 1-7.

b. *Reporting requirements*. Through the use of control parameters, SIDPERS can generate transactions from local input. (See AR 680-5, chap 2.) The specific transactions that are forwarded to TAPER and/or PERSCOM will vary depending on the SIDPERS operating status (wartime/peacetime).

c. *Mnemonic-type transactions*. Meaningful mnemonics are used for local input transactions. For example, changing a service member's grade requires the input of a GRCH transaction. From that input, SIDPERS will generate a transaction to PERSCOM that adheres to AR 680-29 and is in the format prescribed in AR 680-5, chapter 2.

d. *Free form input*. In some instances, local input to the SIDPERS is by Mark Sense Forms. These forms are designed to allow data to be entered in specified columns. Although the sequence of data elements are fixed, certain data elements can be omitted and the transaction will still process.

e. *Dual updating*. This feature permits the updating of records on more than one file, where appropriate, by the input of only one transaction.

(1) The SAF and SROF records are linked by UPC. When SIDPERS receives transactions from ODCSOPS, which activate a RC unit on the SROF, the corresponding record will be written to the SOMF. RC personnel data obtained from RCPAC is listed out in FID Q card format so that accession/arrival transactions can be prepunched. In this way, the necessary transactions are ready to enter into the system as soon as the RC personnel arrive at the mobilization station.

(2) The SOMF and SPF records are linked by UPC. This permits both records to be updated, where appropriate, by inputting only one transaction.

(3) The SASF and SPF records are linked by UPC and position number during peacetime. Therefore, if a position number is changed on the SASF for a given UPC, records on the SPF will also be changed for the same position number and UPC by inputting only one transaction. This feature will not be available during wartime, since position number is not a wartime data element, hence the only link between the SASF and SPF will be UPC.

f. *Assignment control*. The SPF record contains positions for three units of assignment (two during wartime). Unit 1 is a service member's current unit of assignment, unit 2 is the next previous unit of assignment and so on for unit 3. When a service member is reassigned, the departure transaction will cause the potential gaining unit to be entered in

Unit 1, the losing unit (unit 1) to be shifted to unit 2, and the previous unit of assignment (unit 2) to be shifted to unit 3. This feature permits a tight control over strength accounting by identifying failure-to-gain and failure-to-lose conditions. It will also allow revocations of arrivals and departures transactions with minimum input of data.

g. Transfer data records (TDRs). TDRs provide a means of automatically transferring supplemental data from one SIDPERS activity to another or from PERSCOM to the gaining SIDPERS activity, thereby reducing data recreation efforts at a gaining activity. When properly utilized, the TDR can result in a substantial reduction in workload, strength (SSN/name), and management (won't process at HQDA if SSN/name differ) differences within the personnel community. The TDRs that enter a processing cycle will build a new record when no record is present or fill in/or overlay data if a TDR is present. The normal situation for a gaining SIDPERS activity is to receive the FID L from HQDA. When the FID O is received from the losing SIDPERS via AUTODIN, the TDR completely overlays the FID L and replaces the activity record. If the input report date is not less than the SPF UPC1 departure date, FID N will be processed the same. The FID N is only used so that the data items present in the FID N can overlay the FID L and add additional data not contained in the FID L or build a new record when the FID O or FID L is not received. Sources for TDR and guidance for processing are outlined below.

(1) The reporting service member's Military Personnel Records Jacket (MPRJ—DA Form 201) should contain a FID N TDR. This TDR (card set format) is generated with an INQY transaction not earlier than 30 days prior to the service member's departure from the losing SIDPERS activity and is handcarried to the new unit of assignment. The data, except reporting date, UPC, and originator code should be processed as received even though it might not be current. Required changes should be made with appropriate mnemonic transactions at the time or after the individual is arrived. Adherence to the procedure is essential to maintain compatibility of the SIDPERS and DA data bases.

(2) A FID N TDR should be manually prepared by the gaining SIDPERS activity only when a TDR (FID N, O, or L) has not been received. This TDR should only contain data printed (not annotated) on the individual's most current DA Form 2 or 4037. Annotated and other required changes must be reported with or after the individual is arrived.

(3) The FID O TDR is automatically generated by the losing SIDPERS activity processing of a DPRT transaction and is transmitted to the potential gaining SIDPERS activity via AUTODIN.

(4) The FID L TDR is provided via AUTODIN by PERSCOM based upon the processing of a CAP III (Centralized Assignment Procedure III) assignment for enlisted personnel or OPUS (Officer Personnel Utilization System) assignment for officer personnel; or upon processing a SIDPERS arrival that requests a DA TDR.

h. Strength balancing. This feature will permit greater accuracy in strength accounting. The Personnel Transactions Register by Unit (PTRU) provides for comparing unit-reported strength and SPF strength (by unit). Included in the totals will be those arrival, assigned-not-joined, and attached transactions placed on the SESF because of the absence of a TDR on the SPF. Additionally, rejected strength transactions will be included in the total if the transaction was rejected for a nonstrength-related reason or absence of a TDR after a specific period of time. This balance includes all previously rejected strength transactions contained on the SESF.

i. Automatic error resolution. Certain PERSCOM error notices are resolved by the system without human intervention. For example, a PERSCOM error notice indicating a disagreement between the PERSCOM and SIDPERS files on a service member's date eligible to return from overseas (DEROS) will be resolved automatically by formatting a transaction for transmission that will change the PERSCOM (EMF/OMF) record to agree with the SPF. The automatically resolved PERSCOM error notice report will reflect the error notice and the transaction formatted to resolve it.

j. Local data. The SOMF, SASF, and the SPF records each contain a date field which has been set aside for local use. The length of the fields are 10 positions each on the SOMF and SASF records and 40 positions on the SPF. This adds flexibility to the system by enabling users to add locally unique data. The 40 positions on the SPF record will not be available in the wartime environment.

1-9. Data flow

The general flow of data through SIDPERS is displayed graphically in figure 1-2. Briefly, the flow is as follows:

S I D P E R S D A T A F L O W

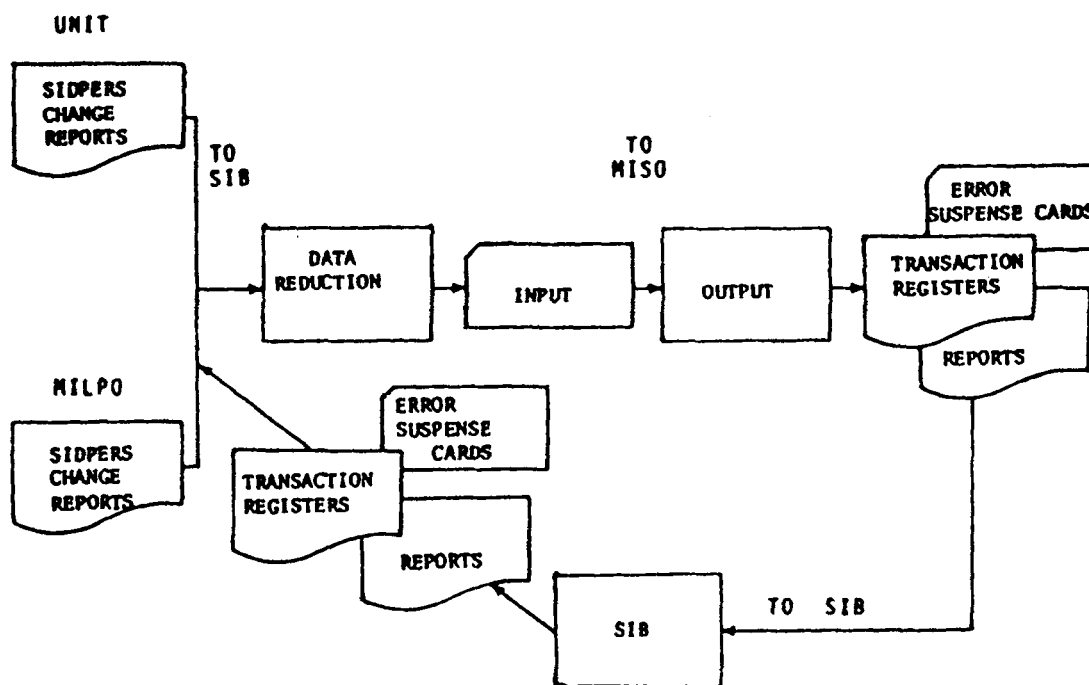


Figure 1-2. SIDPERS Data Flow

a. Inputs. SIDPERS input are derived from several sources and provided in several media as follows:

(1) *Unit level.* Primarily, strength accounting information and duty status changes are submitted from this level. BNS1 clerks use TACCS floppy discs and SIDPERS change reports (non-TACCS environment) for the preparation of personnel and organizational data changes. Information is forwarded to the servicing PAS where the data is input into the computer. Units under ASIMS (formerly VIABLE) or DAS3 enter input via terminals.

(2) *PSC level.* SIDPERS changes for the preparation of personnel data changes are also sent to the servicing PAS by the PSC. Personnel management information is submitted primarily from the PSC. This information relates to personnel qualifications, characteristics and other facts concerning the individual. PSCs under ASIMS, or DAS3 enter input via terminals.

(3) *HQDA and PAS.* External input is provided for the SAF and SMEF through periodic updated or replacement files from HQDA. TDRs are also received from HQDA and the losing SIDPERS activities.

b. Data base maintenance. Once input is provided to the system, the data elements are edited for errors and acceptable data elements update the appropriate SIDPERS file. Transaction registers (computer print-out showing transactions processed and not processed, including all errors) are sent to the originator of the transactions for error resolutions.

c. Output. SIDPERS output is provided in hard copy (reports, rosters, registers, Personnel Qualification Records—Part I (DA Form 2)) and punched cards. Presently, much of the hard copy output is produced on microfiche for economy of space and paper.

1-10. Responsibilities

a. Military personnel officers. Military Personnel Officers are responsible for supervising the operations of the SIDPERS within their assigned area of personnel management and personnel administrative servicing responsibilities. They will maintain the normal contact in personnel matters with their units being serviced. (See SIDPERS Guide for Commanders and Staff, DA Pam 600-8-8, and SIDPERS Handbook for Commanders, DA Pam 600-8-20, for further details on the SIDPERS responsibilities of military personnel officers.)

b. MILPO staff (primarily the NCOIC and the personnel management and personnel records personnel). In addition

to the normal assigned responsibilities, the PSC staff is responsible for the prompt and accurate processing and maintenance of all personnel transactions and records in the SIDPERS operation.

1-11. SIDPERS training

PSC-level SIDPERS sustainment training is the responsibility of the Personnel Automation Section (PAS). It is also the responsibility of each PSC branch/section supervisor to ensure that all functional SIDPERS personnel are adequately trained to support SIDPERS within their areas of SIDPERS responsibility. All PSC-level SIDPERS training requirements are to be coordinated with the PAS.

1-12. Letter of instruction (LOI)

The PAS will disseminate operating instructions and file identification data to organizations and activities serviced by the SIDPERS through the media of LOI. The LOI is normally singular in subject matter to facilitate filing with related documentation. The LOI is numbered, starting with 001 for each calendar year. It remains in an active status until rescinded or superseded. Each PAS may design the LOI as appropriate to meet the needs and environment in which the PAS operates. As a minimum, the LOI will provide information and procedural guidance on the subjects listed below. Further information not published in a LOI may be obtained from the servicing PAS.

- a. Local Data Usage.
- b. Designation of Report Sequence Codes.
- c. SIRCUS Procedures (Unique).
- d. Assignment of Originator Codes.
- e. Use of Data Access Transaction Mnemonics.
 - (1) INQY.
 - (2) OAUT.
 - (3) LOCO.
- f. Timeframe for SIDPERS Input.
- g. Timeframe for pickup of SIDPERS Output.
- h. TDR Override Option Procedures.
- i. Submission of Input Procedures for OSTR transaction.
- j. Unit Processing Codes serviced by the PAS.

Chapter 2 SIDPERS Input Reporting

Section I General

2-1. References

The primary reference for reporting SIDPERS changes at the PSC level will be this pamphlet. Other references cited in this pamphlet are listed in appendix A to include referenced forms.

2-2. Description of SIDPERS input forms

- a. Reporting changes to SIDPERS at the PSC level falls into two groups as follows.
 - (1) *Personnel Changes*. Submission of a personnel change is based upon a change in the individual's status or qualifications. This includes changes, additions, and deletions to be made to the SIDPERS personnel file (SPF). Examples would be the changing of a Military Occupational Specialty Code (MOSC), which originates at the PSC, or the reporting of the physical departure of an individual from his or her unit of assignment based upon orders.
 - (2) *Organization Changes*. Submission of an organization change is based on accountable and/or attached strength changes. An example would be the reporting of a change to accountable strength because of the departure of an individual from his or her unit of assignment.
- b. There is one SIDPERS Mark Sense Form used by the PSC to report personnel changes. It is DA Form 3728, SIDPERS Input and Control Data, Personnel Change (Expanded) (Red Band). The DA Form 3728 is identified by the red band on the left side of the form.
- c. The SIDPERS Mark Sense Form used at the PSC level to report organizational changes is DA Form 3732, SIDPERS Input and Control Data, Organization Change (Abbreviated) (Orange Band). The DA Form 3732 is identified by the orange band on the left side of the form.
- d. In addition to the two SIDPERS Mark Sense Forms described above, one SIDPERS Key punch Form (Pts I and II) is used when the SIDPERS Mark Sense Forms are not used because of local procedures. This form is DA Form 3813, SIDPERS Input and Control Data, Personnel/Organization Change (Key punch). This form is used in place of the

DA Form 3728 only upon the direction of the PAS. This form is used in place of the DA Form 3732 only upon direction from the PAS.

2-3. Terms used in the description of the SIDPERS input forms

- a. *Numeric*. Indicates numbers such as 1, 2, 3, 4, etc.
- b. *Alphabetic*. Indicates the letters of the alphabet, such as A, B, C, D, etc.
- c. *Alphanumeric*. Indicates a combination of numbers and letters, such as 1A, 2E, 5H, 9R.
- d. *Characters*. Indicates one of the numbers 0 through 9; one of the letters of the alphabet A through Z; one of the special characters such as slash (/), period (.), asterisk (*), the equal sign (=) or a blank ().
- e. *Block*. A block is a set of upper and lower brackets used to indicate specific characters. The character is printed in each block for identification.
- f. *Column*. A column consists of a series of blocks.
- g. *Response Position*. A response position consists of one or more columns. Generally, the shaded or white area on the SIDPERS Mark Sense Forms is a response position.
- h. *Box*. A box is in the middle of the response position. It is used to enter the character that will be marked in a block.
- i. *SIDPERS input form*. This is one of the SIDPERS Mark Sense or Keypunch Forms that are used to report an input transaction.
- j. *Data element*. A data element indicates information pertaining to an individual or to a unit. Examples are an individual's social security number, the designation of a unit and the unit processing code (UPC).

2-4. Contents of the SIDPERS input forms

Each of the two SIDPERS mark sense forms and the SIDPERS keypunch form has two separate areas, the control data area and the action data area.

- a. *Control data area*.
 - (1) Is located in the upper left part of each of the SIDPERS Mark Sense Forms and in the left part of the SIDPERS keypunch forms.
 - (2) Contains data elements that identify the individual or the unit associated with the transaction.
- b. *Action data area*.
 - (1) Is located on both the SIDPERS mark sense form and keypunch form immediately following the control data area.
 - (2) Contains those data elements being reported to update or to be retrieved from the SIDPERS files.

2-5. Rules for entering characters in the boxes on the SIDPERS input forms

To ensure accurate input of SIDPERS changes to the PAS, it is important that certain rules for entering letters and numbers in the boxes on the forms be used. The rules are as follows:

- a. Print the letters of the alphabet in capital letters; for example, A, B, C, and D.
- b. To avoid errors caused by letters and numbers that look alike (the letter O and the number zero; the letter I and the number one; the letter Z and the number two), the letters and numbers will be written as follows:
 - (1) *Underline* the letter O.
 - (2) *Draw* a diagonal line through the number zero from the upper right to the lower left.
 - (3) *Print* bold horizontal lines at the top and bottom of the letter I.
 - (4) *Underline* the number one.
 - (5) *Draw* a horizontal line through the center of the letter Z.
 - (6) *(Rescinded.)*

2-6. Rules for entering data elements in the boxes on SIDPERS input forms

Most of the data elements to be entered on SIDPERS input forms will be from codes obtained in AR 680-29. There are certain data elements to be entered on the forms which are not coded nor explained. These data elements, with appropriate coding instructions, are as follows:

- a. *Date (year, month and day)*. The six character date in SIDPERS will always be entered as a two position year, a two position month and a two position day, in that order. (See fig 2-1.) Date will be coded as follows:
 - (1) *Year*. The right two positions of the year will be entered. The left two positions that indicate the century will not be used. Example: 1982 is entered as 82.
 - (2) *Month*. The first nine months, January through September, will be entered as 01 through 09. The months, October through December, will be entered as 10 through 12.
 - (3) *Day*. All days will be entered as two numbers. The days one through nine will be entered as 01 through 09. An example of the correct way to code "9 May 1982" is shown below:

8	2	Ø	5	Ø	9
---	---	---	---	---	---

Figure 2-1. Entering "9 May 1982" into a SIDPERS input form

b. *Year and Month.* The four character year and month in SIDPERS will always be entered as a two position year and a two position month, in that order. The rules for year and month, outlined in 2-7a(1) and (2) above, apply. An example of the correct way to code July 1982 is shown in figure 2-2.

8	2	Ø	7
---	---	---	---

Figure 2-2. Correct coding for "July 1982"

c. *Position Number.* The SIDPERS data element Position Number is a four character code used to identify a specific position in an authorization document. It further identifies the position to which an individual is assigned. Position numbers in the 999X series are used to identify individuals in special categories.

d. *Unit processing code (UPC).* The SIDPERS data element unit processing code is a five character code used to identify Active Army units. Each unit in the Active Army, to include split units (units which have elements at more than one geographical location), has a single unique UPC.

(1) The UPC consists of the following:

(a) *Parent unit designator (PUD)* —First three characters of the Unit Processing Code.

(b) *Descriptive designator (DD)* —Fourth and fifth characters of the Unit Processing Code.

(2) There are two rules to follow when coding the UPC:

(a) In the first, second, third and fifth character of the UPC, always report a numeric 1, instead of the letter I and a numeric zero (Ø).

(b) The fourth character of the UPC may be alphabetic or numeric.

(3) The UPC is always used in the Control Data Area of Organization Change Reports. The UPC is also used in certain circumstances in the Action Data Area of Personnel Change Reports. There will be situations when the UPC will be needed but not available. In such situations, the UPC will be obtained through a manual process of changing the unit identification code (UIC). See below for this code change procedure.

(4) The UIC is a six character code. The six characters of data are as follows:

(a) 1st character W Service designator (W stands for US Army)

(b) 2nd-4th characters 2D1 Parent unit designator (PUD)

(c) 5th-6th characters CØ Subunit/descriptive designator (DD)

(5) Figure 2-3 shows an example of how to change a UIC to a UPC using the following steps:

(a) Obtain the UIC from the orders or other source document. Example: W2D1CØ

(b) Do not use the service designator when changing the UIC to a UPC. Example: 2D1CØ (The W was dropped.)

(c) Retain the parent unit designator just as it appears in the UIC. Example, 2D1 coded as 2D1 in accordance with coding rule at (2)(a) above.

(d) Retain the subunit/descriptive designator just as it appears in the UIC. Example, CØ coded as CØ in accordance with coding rule at (2)(b) above.

UIC	=	W	2D1	CØ
UPC	=		2D1	CØ

Figure 2-3. Example of how to change a UIC to a UPC

e. *Data elements.* Normally, data elements that are variable in size will not have leading zeros entered in the boxes on the forms. Three data elements that fall into this group are as follows:

- (1) *Number of days leave.* Two characters in length. If an individual was authorized 5 days leave, enter 5 and not 05.
- (2) *Number of days TDY.* Three characters in length. If an individual was authorized 10 days TDY, enter 10 and not 010.
- (3) *Number of months served overseas.* Two characters in length. If an individual served 9 months overseas, enter 9 and not "09".

2-7. Control data area—DA Form 3728 and DA Form 3813 (Part I)

The Control Data Area of the DA Form 3728 and the DA Form 3813 (Part I) is composed of five data elements: Date, transaction mnemonic, name, social security number, and originator. The data elements vary in size and may be numeric, alphabetic, or alphanumeric. Entering data elements in the boxes in the Control Data Area will be done as follows:

a. *Date.* The first data element, date, consists of six boxes and is used for entering the transaction date. Boxes one and two are for entering the year; boxes three and four are for the month, and boxes five and six are for the day. See paragraph 2-6 for rules when entering the date. Figure 2-4 shows an example of the correct way to enter 8 July 1982.



Figure 2-4. Entering "8 July 1982"—Control data area of certain forms

b. *Transaction mnemonic.* The second data element, transaction mnemonic, consists of four boxes. Transaction mnemonics used at the PSC level will have two, three or four letters. The first letter will always be entered in the left box. When a transaction mnemonic has two letters, the last two boxes will be left blank. When a transaction mnemonic has three letters, the last box will be left blank. Figure 2-5 shows an example of the correct way to enter the three letter transaction mnemonic "ETS."



Figure 2-5. Transaction mnemonic "ETS"

c. *Name.* The third data element, name, consists of five boxes and is used for entering the first five characters of the individual's last name. Six rules for entering the Name in the Control Data Area are:

- (1) If the individual's last name has five or more letters, enter the last name using only the first five letters. For example, Fred James Carron is entered as shown in figure 2-6.



Figure 2-6. Last name block—Entry for "Fred James Carron"

(2) If the individual's last name has four letters, enter the entire last name and leave the last box blank. For example, the name John Henry Luck is entered as shown in figure 2-7.



Figure 2-7. Last name block—Entry for “John Henry Luck”

(3) If the individual's last name has less than four letters, enter the last name, leave the next box blank and enter as much of the first name as possible in the remaining boxes. For example, the name Don Juan Ho is entered as shown in figure 2-8.



Figure 2-8. Last name block—Entry for “Don Juan Ho”

(4) Compound names will be entered as one name. For example, the name David James De La Rosa is entered as shown in figure 2-9.



Figure 2-9. Last name block—Entry for “David James De La Rosa”

(5) Apostrophes ('), hyphens (-), and periods (.) will not be entered as part of the name. For example, the names James P. O'Malley and Jose Diaz-Rivera are entered as shown in figures 2-10 and 2-11 respectively.



Figure 2-10. Last name block—Entry for “James P. O'Malley”

D	I	A	Z	R
---	---	---	---	---

Figure 2-11. Last name block—Entry for “Jose Diaz-Rivera”

(6) An individual’s last name must contain at least two consecutive letters or the transaction will not be accepted.

d. *Social security number (SSN)*. The fourth data element, social security number, consists of nine boxes. Social security numbers will never begin with a six or an eight; therefore, the six block and eight block are not printed in the left column of SSN on the DA Form 3728. An example of the correct way to enter an individual’s SSN is shown in figure 2-12.

9	8	7	6	5	4	3	2	1
---	---	---	---	---	---	---	---	---

Figure 2-12. Social security number (SSN)

e. *Originator*. The fifth data element, originator, consists of two boxes. The originator code is a two-character code. Blocks of codes are assigned to PSC personnel by the Personnel Automation Section (PAS). See figure 2-13 for an example of the correct way to enter the originator code:

A	1
---	---

Figure 2-13. Originator code

f. Figures 2-14 and 2-15 give examples of a completed control data area on a DA Form 3728 and a DA Form 3813 (Part I).

DATE			TRANSACTION			NAME			SSN			ORIGINATOR									
8	2	5	N	C	Q	G	H	Q	D	Q	1	2	3	4	5	6	7	8	9	8	2
YR	MO	DA	MNEMONIC																		

Figure 2-14. Control data area, DA Form 3728

TRANSACTION DATE (1-6)	TRANSACTION MNEMONIC (7-10)	NAME (11-15)	SOCIAL SECURITY NUMBER (16-26)	ORIGINATOR (27-28)
820925	NC06	DO	123-45-6789	82

Figure 2-15. Control data area, DA Form 3813

2-8. Action data area—DA Form 3728 and DA Form 3813 (Pt I)

a. *Forms.* DA Form 3728 and DA Form 3813 (Pt I) are used for reporting personnel changes. Each form can be used to report up to 41 characters in the boxes in the action data area. The DA Form 3813 (Pt I) will be used in place of the DA Form 3728 per PAS procedures.

b. *Action data area—coding rules.* Each procedure of this chapter contains the coding rules that apply to the transaction. It will be necessary to know these coding rules when using the procedure to report a transaction. The rules are as follows:

- (1) The source document for the data element being reported will be used as indicated in the appropriate procedure.
- (2) Data elements and punctuation will be reported in the same order and format as shown in the appropriate procedure.
- (3) The size of the data element reported at the PSC level must agree with the requirements indicated in the applicable procedure.
- (4) Each data element being reported in the action data area will be followed by a slash (/) except as indicated in the applicable procedure.
- (5) If a data element is optional in a transaction and is not required to be reported, the slash (/) that would have followed the data element will be entered.
- (6) An equal sign (=) will be used to blank out (delete) existing data in the local data fields of the SIDPERS Personnel File (SPF), SIDPERS Authorized Strength File (SASF) and the SIDPERS Organization Master File (SOMF). See Procedure 2-55, LOCO, for a discussion of the use of the equal sign (=).
- (7) After entering the last data element required in the action data area for a transaction, enter a period (.) to end that transaction. All transactions reported at the PSC level will end in a period (.). *Remember, a transaction is never ended with a slash (/) followed by a period (.).* To end a transaction, enter a period immediately following the last reported data element.

2-9. Control data area—DA Form 3732 and DA Form 3813 (Part II)

The control data area of the DA Form 3732 (orange band) and the DA Form 3813 (Part II) is composed of four data elements: Date, transaction mnemonic, unit processing code, and originator. The data elements vary in size and may be numeric (date), alphabetic (transaction mnemonic) or alphanumeric (unit processing code and originator code). Enter the data elements in the boxes in the control data area as follows:

a. *Date.* The first data element date, consists of six boxes and is used for entering the date of the transaction. See paragraph 2-7 for rules to be used for coding the date. The correct way to enter 15 September 1985 as the date in the control area is shown in figure 2-16.

8	5	0	9	1	5
---	---	---	---	---	---

Figure 2-16. Control data area—Date entry for “15 September 1985”

b. Transaction mnemonic. The second data element, transaction mnemonic, consists of four boxes. See paragraph 2-7*b* for rules to be used for coding the transaction mnemonic. The correct way to enter OSTR as the transaction mnemonic in the control data area is shown in figure 2-17.

O	S	T	R
---	---	---	---

Figure 2-17. Transaction mnemonic

c. Unit processing code (UPC). The third data element, UPC, consists of five boxes. The UPC for the unit will be obtained from the letter of instruction published by the PAS. See paragraph 2-6*d* for rules to be used for entering the UPC in the control data area. The correct way to enter the UPC in the control data area is shown in figure 2-18.

Ø	J	4	A	A
---	---	---	---	---

Figure 2-18. Unit processing code (UPC)

d. Blank. The next five boxes will be blank.

e. Originator. The fourth data element, originator, consists of two boxes. The originator code is a two-character code assigned to the unit by the PAS. The correct way to enter the originator code in the control data area is shown in figure 2-19.

9	9
---	---

Figure 2-19. Originator code

f. Example. The example in figure 2-20 shows boxes completed for the data elements in the control data area on the DA Form 3732. Note that the five boxes between the unit processing code and the originator code are left blank.

8	5	Ø	9	1	5	Ø	S	T	R	Ø	J	4	A	A						9	9
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	--	--	--	--	--	---	---

Figure 2-20. Boxes completed for the control data area on DA Form 3732

2-10. Action data area—DA Form 3732 and DA Form 3813 (Pt II)

a. DA Form 3732 (Abbreviated) (orange band) is used for reporting organizational changes. At the PSC level, there are three transactions requiring the use of the DA Form 3732: the authorized strength file inquiry (OAUT), the SIDPERS personnel file inquiry (OPER), and the training standards officer account number (OTCO). See paragraph 2-8*b* and procedures 2-67, 2-69, and 2-70 for coding rules to be followed when submitting these actions.

b. DA Form 3813 (Pt II) (Keypunch) will be used in place of the DA Form 3732 per PAS procedures.

2-11. Marking the SIDPERS mark sense forms

a. Once the boxes of the control data area and action data area have been completed on the SIDPERS mark sense forms, the next step is to mark the forms. Once the marks have been placed in the correct blocks on the forms, they

will be read (scanned) by a machine called the Optical Mark Page Reader (OMPR). The area that the OMPR reads is that part of the form above and below the boxes in the center of the response position. Additionally, the OMPR reads the heavy vertical lines along the top edge of the forms.

b. General rules for marking the SIDPERS mark sense forms are as follows:

- (1) Always use a standard number 2 pencil with a rounded point.
- (2) Place the mark in the correct block in the response position. The mark must be dark and cover the full length and width of the block. A line that is too light or too thin may not be read by the OMPR.
- (3) Erase completely any erroneous marks and remark the block in the response position correctly. Do not be afraid to remove the printing on the form by erasing. Incomplete erasures or smudges caused by a dirty eraser, may be read by the OMPR, thus causing errors.
- (4) Never mark along the top edge of the form where the heavy lines are located.

c. Marking special characters used in the action data area are guided by the following rules:

- (1) The marking of special characters requires that two blocks be marked in the same column in the same response position in the action data area on the SIDPERS mark sense forms.
- (2) Five special characters require marking of the two blocks. These are as follows:
 - (a) A slash (/): Mark the Ø block and the 1 block.
 - (b) A period (.): Mark the C block and the H block.
 - (c) A plus sign (+): Mark the F block and the H block.
 - (d) An equal sign (=): Mark the 6 block and the 8 block. (To be used only in the LOCO transaction).
 - (e) An asterisk (*): when coding blocks S through Z, mark the asterisk (*) block also.

d. An abbreviated version of coding is used in marking a block in the response position on the DA Form 3732. Only one block will be marked in a response position except when marking the special characters used in the action data area. The number or letter in the box in the center of the response position must agree with the number or letter in the center of the block that is marked.

e. Marking the DA Form 3728.

(1) An expanded version of coding is used when marking a block in the response position of the DA Form 3728. Only one block will be marked in a response position. The exceptions are:

- (a) When marking the special characters in the action data area.
- (b) When marking the letters S through Z (the letters in red in the response positions). The asterisk (*) must be marked in addition to the letter. This note is shown on the right side of the center of the DA Form 3728.
- (2) It will be noted, that when marking the letters J through R which are printed to the left of the red letters S through Z, the asterisk (*) will not be marked.
- (3) The number or letter in the box in the center of the response position must agree with the number or letter in the center of the block that is marked.

f. Once the marks have been placed in the correct blocks on the forms, they will be read (scanned) by the optical mark page reader (OMPR). The OMPR will create a punched card which will be read by the computer, based upon the marks entered on the SIDPERS mark sense forms. Depending upon the transaction mnemonic being reported, that punched card will change the SIDPERS files.

2-12. Batch control—SIDPERS input forms and error suspense cards

a. General. The DA Form 3815, SIDPERS input and control data, authentication and transmittal, is the form that will be used to control and transmit the SIDPERS changes and/or error suspense cards. See Figure 2-21 for a sample of the DA Form 3815. This form will not be used when data is input via a terminal by the originator.

SIDPERS INPUT AND CONTROL DATA AUTHENTICATION AND TRANSMITTAL		1 DATE PREPARED 821004	2 ORIG CODE A1	3 BATCH NO 002	REQUIREMENT CONTROL SYMBOL MILPC 27
4 THRU PSNCO 1st Bn, 2nd Infantry Ft. Fumble, VA 22310		5. TO: SIB HQ, 2nd Infantry Ft. Fumble, VA 22310		6 FROM: (Reporting Unit Designation (Section) and Telephone Numbers) Commander, Co A, 1st Bn 2nd Infantry Fort Fumble, VA 22310 Telephone: 325-9318	
7 ATTACHED SIDPERS INPUT FORMS HAVE BEEN VERIFIED AS COMPLETE AND ACCURATE					
INPUT FORMS					COUNT
a. Personnel Change (Expanded), DA Form 3728					60
b. Organization Change (Abbreviated), DA Form 3732					
c. Officer Accession, DA Form 3805					1
d. Enlisted Accession, DA Form 3806					1
e. Officer Transfer Data Record, DA Form 3807					
f. Enlisted Transfer Data Record, DA Form 3808					
g. Organization Transfer Data Record, DA Form 3809					
h. Organization Statistics, DA Form 3810					
i. Personnel/Organization Change (Keypunch), DA Form 3813					4
j. Error Suspense Cards					
k.					
l.					
m.					
n.					
o.					
p.					
q.					
r.					
TOTAL					66
8 NAME AND TITLE OF CERTIFYING OFFICER ISAAC D. KARD, Commander			9 GRADE BRANCH CPT/INF	10 SIGNATURE	
11. DATE PROCESSED AT DP BRANCH			12 ADP OPERATOR'S INITIALS		

DA FORM 3815 EDITION OF 1 JAN 75 IS OBSOLETE For use of this form, see AR 680-1 and DA Pams 600 8-1 and 600 8-2; the proponent agency is MILPERCEN

Figure 2-21. Example of a completed DA Form 3815 (May be typed or printed in Black or Blue-Black ink.)

b. Reporting requirements.

(1) Negative reports will not be submitted. Therefore, each DA Form 3815 that is submitted must have a SIDPERS input form and/or error suspense card attached.

(2) SIDPERS changes for all nonduty days will be prepared and forwarded on the next duty day.

c. Reporting period. A reporting period is the 24 hour period beginning at 0001 hours and ending at 2400 hours.

d. Batch numbers. A batch number is to be used to control SIDPERS input forms and error suspense cards submitted by units. Batch numbers will start with 001 as the first batch of each calendar month, 002 for the second batch, 003 for the third batch, and so on for each batch submitted through the calendar month. If two batches are sent on the same day for the same reporting period, they will have different numbers. For example, if 009 is used for the first batch, then 010 is used for the second batch. If there was one batch the next day, that number would be 011.

e. Name and title of certifying officer. The DA Form 3815 will be authenticated by either the military personnel officer or designated representatives. Designated representatives are limited to other commissioned officers, warrant officers, Department of the Army civilians (DACs), and senior enlisted personnel (pay grades E-7 through E-9) assigned to duty with the PSC, or when deemed necessary, personnel serving in pay grade E-6 who occupy an authorized position. Delegation of authority need not be in writing. The signature block should not be typed/printed until it is certain who will sign the DA Form 3815 so that the typed/printed signature block and the written signature will be the same. Signature should be in black or blue-black ink (to provide good reproduced copies). Rubber stamp signatures are not authorized.

f. Suspense requirements. The SIDPERS input forms will be prepared for the reporting period and will be combined with the error suspense cards corrected from the previous cycle. They will be forwarded to the PAS to arrive in accordance with the PAS LOI.

g. Procedures. The SIDPERS input forms and error suspense cards are placed in one batch for submission to the PAS as follows:

(1) All SIDPERS input forms and error suspense cards that have been completed for a reporting period will be separated by form number followed by the error suspense cards and consolidated into one batch for each originator code.

(2) A DA Form 3815 will be prepared for each batch of SIDPERS input forms and error suspense cards as follows:

(a) Item 1, Date Prepared. Enter the current year, month and day. Example: 821004

(b) Item 2, Originator Code. Enter your originator code. Example: A1

(c) Item 3, Batch Number. Enter the next unused batch number. Example: 002

(d) Item 4, Through Addressee. Leave blank

(e) Item 5, Addressee. Enter the Address of the servicing PAS. Example:

To:

PAS

HQ, 2nd Infantry

Fort Defense, VA 22310

(f) Item 6, From. Enter the exact reporting section, designation, and telephone number. Example:

From:

PSC

2nd Infantry

Fort Defense, VA 22310

Telephone: 703-325-9318

(g) Item 7, Input Form. Count each of the SIDPERS input forms by type of form. Count the error suspense cards. Enter the count by type of form in the column titled Count. For example: If 60 DA Forms 3728, 1 DA Form 3805, 1 DA Form 3806 and 4 DA Forms 3813 were prepared, you would enter a 60 in item 7a, a 1 in item 7c, a 1 in item 7d and a 4 in item 7i. Add up the amounts in the count column and enter the total on the total line. Example: 66.

(h) Item 8, Name and Title of Certifying Officer. Type the signature block of the individual who will sign the DA Form 3815.

(i) Item 9, Grade/Branch. Enter the grade and branch of the individual who signs the DA Form 3815.

(j) Items 10, 11, and 12. Leave blank.

(3) Attach a completed DA Form 3815 to each batch of forms. Do not staple or paper clip DA Form 3728 or DA Form 3732. Place them in a folder or envelope with completed DA Form 3815.

(4) Give the batches to the personnel sergeant.

(5) For ISG/PSNCO, review the SIDPERS input forms and/or error suspense cards for accuracy and completeness. Check the count shown on the DA Form 3815. Obtain the signature of the commander or his/her designated representative as the certifying officer on the DA Form 3815. Return the batches to the Personnel Specialist.

(6) For personnel specialists, remove the carbon copy from between the original and the carbon copy of the DA Form 3815. Reverse the carbon copy and record (either typed or handwritten) the entries on the reverse side of the carbon and original of the DA Form 3815. These entries will identify specific SIDPERS changes and error suspense cards submitted in a batch to your PAS. If the batch contains more than 20 changes or error suspense cards, attach reproduced (photo copy) copies of the material in the batch to the carbon copy of the DA Form 3815. Originals are attached to the original DA Form 3815. Figure 2-22 shows how SIDPERS changes and error suspense cards will be recorded on the DA Form 3815. If there are individuals with the same surname, enter the last four digits of their social security number (SSN).

DA Form 3728	*(4) —	CDAT	— Smith, T.R. 2219
		DOB	— Smith, R.E. 9981
		NCOG	— Kearney, H.I.
		DFR	— Gonzales, W.H.
DA Form 3732	(1) —	OAUT	
Error Suspense Cards	(2) —	DB00025 DC00011	

Figure 2-22. Reverse side of DA Form 3815

(7) For personnel specialist, attach the annotated original DA Form 3815 to the proper batch and forward it along with the annotated carbon copy to your Personnel Automation Section (PAS).

h. Retention/disposition. When the carbon copy of the DA Form 3815 is annotated with the date of receipt and returned by the PAS, file it in numerical order by batch number and retain per file instructions contained in appendix E. If reproduced copies of the DA Forms 3813 are attached to the DA Form 3815, then they become a part of the DA Form 3815 and have the same disposition/retention as the DA Form 3815.

2-13. Classification and safeguarding personnel information

Classified SIDPERS documents will be handled in accordance with AR 380-5. Normally SIDPERS documents will not be assigned a security classification unless specifically authorized by HQDA. Military personnel records and documents containing information of a personal nature will be stored, handled, and transmitted in accordance with AR 340-17 and AR 640-10. Information of a personal nature may be disclosed or released under applicable directive only to authorized personnel in accordance with AR 340-17 and AR 340-21 series. Disposition of documents will be in accordance with applicable directives or by destruction when the purpose for which authorized has been served. Destruction should be by burning, shredding, or another appropriate method.

2-14. Worksheet associated with ASIMS (formerly VIABLE)

Since every clerk will not always have immediate access to a ASIMS terminal, some type of transaction worksheet is needed to formulate transactions before submission via a terminal. If the source document is not retainable until you have access to a terminal and if you do not have a local transaction worksheet, the DA Form 3813 may be used. The control data will be encoded in the usual way as indicated in paragraphs 2-7 and 2-9 of this chapter. However, the action data area will be different. The individual clerk will only need to write those data elements that he or she intends to report. For example, we will use the AATC transaction and the only data element that we want to report is the clerical aptitude test score. All the clerk has to do, once the control data has been entered, is to write clerical aptitude test score: 099 in the action data area. Once a terminal becomes available, the clerk will take the filled-in DA Forms 3813 to the terminal and input the data. (Note: A DA Form 3815 is not prepared when data is input via a terminal.) When the data is input via the terminal, the score is placed immediately after the data element indicated on the DA Form 3813 (in our example immediately after clerical aptitude test score). Upon entering all the data, the clerk presses the enter key and then proceeds to the next transaction. Keep in mind that when using the DA Form 3813, in this manner, slashes (/) do not have to be entered. The system will automatically generate slashes for those data elements not reported as well as generate a slash between data elements. A period will be generated once the Enter Key is pressed. When used in this manner, the DA Form 3813 should be retained until receipt of the P01 or P11 report, which will confirm the input.

2-15. Input procedures

Detailed information on the preparation of SIDPERS changes to the SIDPERS data base is outlined in each of the input procedures that follow in this chapter. A screen format for each procedure, submitted via a terminal, is filed with the applicable procedure. The specific differences for processing transactions under ASIMS are addressed in chapter 7. Codes used for SIDPERS input are found in AR 680-29.

Section II Procedures

2-16. Procedure 2-1 General input

a. The purpose of this procedure is to provide guidance to initiate all Personnel Service Center(PSC)-level SIDPERS changes resulting from personnel and organization events.

b. There are three categories of tables in which reportable events are contained. They are table 2-1-1, Data Changes Relating to the DA Form 2 (A-B); table 2-1-2, Personnel Action Changes; and table 2-1-3, SIDPERS File Inquiries. The DA Form 2, Personnel Qualification Record, Part I, now has two different formats. They are the DA Form 2A, Personnel Qualification Record, Part I—Enlisted (Peacetime and Wartime) and DA Form 2B, Personnel Qualification Record, Part I—Commissioned Officer and Warrant Officer (Peacetime and Wartime)

c. Events and conditions are listed on the tables in columns A and B with the appropriate source in column C. The next to the last column in the tables will give the reference for the correct input procedure to be utilized. The SIDPERS files affected by the input procedure are listed in the last column of the tables.

Table 2-1-1
Changes Relating to the DA Form 2(A-B)

Step: 1

Data element: Name (DA Form 2A and 2B, Sec I)

Condition: Legal change

Basis: Source documents

Procedure: 2-54, LNAM

Step: 2

Data element: Name (DA Form 2A and 2B, Sec I)

Condition: Correction

Basis: Detected error

Procedure: 2-64, NAME

Step: 3

Data element: SSN (DA Form 2A and 2B, Sec I)

Condition: Change or correction

Basis: Source documents

Procedure: 2-97, SSN

Step: 4

Data element: Sex (DA Form 2A and 2B, Sec I)

Condition: Correction

Basis: Source documents

Procedure: 2-92, SEX

Step: 5

Data element: Race (DA Form 2A and 2B, Sec I)

Condition: Correction

Basis: Source documents

Procedure: 2-81, RACE

Step: 6

Data element: Date of Birth (DA Form 2A and 2B, Sec I)

Condition: Report/correction

Basis: Source documents

Procedure: 2-35, DOB

Step: 7

Data element: Number of Dependents (DA Form 2A and 2B, Sec I)

Condition: Report correction

Basis: Source documents

Procedure: 2-30, DEPN

Step: 8

Data element: Number of Accompanying Command-Sponsored Dependents on A PCS (DA Form 2A and 2B, Sec I)

Condition: Report/correction

Basis: Source documents

Table 2-1-1
Changes Relating to the DA Form 2(A-B)—Continued

Procedure: 2-30, DEPN

Step: 9

Data element: Number of Accompanying Non-Command-Sponsored Dependents on A PCS (DA Form 2A and 2B, Sec I)

Condition: Report/correction

Basis: Source documents

Procedure: 2-30, DEPN

Step: 10

Data element: Ethnic Group (DA Form 2A and 2B, Sec I)

Condition: Report/correction

Basis: Source documents

Procedure: 2-40, EGD

Step: 11

Data element: Citizenship (DA Form 2A and 2B, Sec I)

Condition: Report/correction

Basis: Source documents

Procedure: 2-22, CITZ

Step: 12

Data element: Marital Status (DA Form 2A and 2B, Sec I)

Condition: Report/corrections

Basis: Source documents

Procedure: 2-58, MARS

Step: 13

Data element: Religious Preference (DA Form 2A and 2B, Sec I)

Condition: Report/correction

Basis: Individual

Procedure: 2-85, RELG

Step: 14

Data element: Social Security Number/Military Personnel Class of Spouse (DA Form 2A and 2B, Sec I)

Condition: Report/correction

Basis: Source document

Procedure: 2-95, SPDR

Step: 15

Data element: Grade (DA Form 2A and 2B, Sec II)

Condition: Promotion/reduction

Basis: Source documents

Procedure: 2-48, GRCH

Step: 16

Data element: Date of Rank (DA Form 2A and 2B, Sec II)

Condition: Promotion/reduction while in transit/correction

Basis: Source document detected error

Procedure: 2-36, DOR

Step: 17

Data element: Service Component (DA Form 2A and 2B, Sec II)

Condition: Change/correction MPC O, W, E

Basis: Source document

Procedure: 2-24, COMP

Step: 17a

Data element: Service Component (DA Form 2A and 2B, Sec II)

Condition: Initial report of RA Officer/Warrant Officer

Basis: Source documents

Procedure: 2-82, RAPT

Step: 18

Table 2-1-1
Changes Relating to the DA Form 2(A-B)—Continued

Data element: PMOS/ASI (DA Form 2A, Sec II)

Condition: Change/correction MPC E

Basis: Source document

Procedure: 2-75, PMOS

Step: 19

Data element: PMOS ASI/ASI 1/ASI 2 (DA Form 2B, Sec II)

Condition: Award/withdrawal

Basis: Source document

Procedure: 2-14, ASI

Step: 20

Data element: PULHES/Physical Category Code (DA Form 2A and 2B, Sec II)

Condition: Report/change/correct

Basis: Source document

Procedure: 2-74, PHYS

Step: 21

Data element: GT SCORE (DA Form 2A, Sec II)

Condition: Report

Basis: Source document

Procedure: 2-50, GTAS

Step: 22

Data element: Perm Grade/Code (DA Form 2B, Sec II)

Condition: Report current (other than CW2)

Basis: Source document

Procedure: 2-25, CPGD

Step: 23

Data element: Permanent DOR (DA Form 2B, Sec II)

Condition: Report current

Basis: Source document

Procedure: 2-25, CPGD

Step: 24

Data element: Military Education/Code (DA Form 2A and 2B, Sec II)

Condition: Commissioned Officer/Warrant Officer military education

Basis: Source document

Procedure: 2-62, MLED

Step: 24a

Data element: Military Education/Code (DA Form 2A and 2B, Sec II)

Condition: Enlisted military education

Basis: Source document

Procedure: 2-65, NCOG

Step: 25

Data element: Civilian Education/Code (DA Form 2A and 2B, Sec II)

Condition: Report/change highest level of civilian education

Basis: Source document

Procedure: 2-26, CVED

Step: 26

Data element: Promotion Indicator (DA Form 2A and 2B, Sec II)

Condition: Report for MPC O and W

Basis: Source document

Procedure: 2-79, PRMI

Step: 26a

Data element: Promotion Indicator (DA Form 2A and 2B, Sec II)

Condition: Report for MPC E

Table 2-1-1
Changes Relating to the DA Form 2(A-B)—Continued

Basis: Source document
Procedure: 2-80, PRMS

Step: 27
Data element: Dual Service Grade/Code (DA Form 2A and 2B, Sec II)
Condition: Report/change/correct
Basis: Source document
Procedure: 2-38, DSCS

Step: 28
Data element: Dual Service Component/Code (DA Form 2A and 2B, Sec II)
Condition: Report/change/correct
Basis: Source documents
Procedure: 2-38, DSCS

Step: 29
Data element: Control Branch/Basic Branch (DA Form 2B, Sec II)
Condition: Change/correct (MPC O only)
Basis: Source document
Procedure: 2-19, BR

Step: 30
Data element: SMOS/ASI (DA Form 2A, Sec II)
Condition: Change/correct (MPC E only)
Basis: Source document
Procedure: 2-93, SMOS

Step: 31
Data element: Bonus MOS/Effective Date (DA Form 2A, Sec II)
Condition: Report/change
Basis: Source documents
Procedure: 2-99, VRBM

Step: 32
Data element: Promotion/Progression MOS (DA Form 2A, Sec II)
Condition: Report/change
Basis: Source document
Procedure: 2-80, PRMS

Step: 33
Data element: Special Duty Assignment Pay Status (DA Form 2A, Sec II)
Condition: Award/terminate
Basis: Source document
Procedure: 2-90, SDAP

Step: 34
Data element: Special Pay #1/Special Pay #2 (DA Form 2A and 2B, Sec II)
Condition: Award/terminate
Basis: Source documents
Procedure: 2-94, SPAY

Step: 35
Data element: Incentive Pay #1/Incentive Pay #2 (DA Form 2A and 2B, Sec II)
Condition: Award/terminate
Basis: Source document
Procedure: 2-53, IPAY

Step: 36
Data element: Skill Qualification Test MOS/Test Date #1 (DA Form 2A, Sec II)
Condition: Correct/change
Basis: Source documents
Procedure: 2-96, SQTT

Table 2-1-1
Changes Relating to the DA Form 2(A-B)—Continued

Step: 37

Data element: Promotion Points—Current/Date (DA Form 2A, Sec II)

Condition: Report/change

Basis: Source document

Procedure: 2-80, PRMS

Step: 38

Data element: Promotion Points—Previous/Date (DA Form 2A, Sec II)

Condition: Report/change

Basis: Source documents

Procedure: 2-80, PRMS

Step: 39

Data element: Active Federal Service/Active Federal Commissioned Service (DA Form 2B, Sec II)

Condition: Report/correct

Basis: Order to Active Duty

Procedure: 2-79, AFS

Step: 40

Data element: Regimental Affiliation (DA Form 2A and 2B, Sec III)

Condition: Report

Basis: Source document

Procedure: 2-84, REGT

Step: 41

Data element: Regimental Homebase (DA Form 2A and 2B, Sec III)

Condition: Report/change

Basis: Source document

Procedure: 2-51, HOBA

Step: 42

(Rescinded.)

Step: 43

Data element: Expiration Of Term Of Service (ETS)/Current Term Of Service/Code/Delay In Separation/Code (DA Form 2A, Sec IV)

Condition: Change/correction (MPC E only)

Basis: Source documents

Procedure: 2-43, ETS

Step: 44

Data element: Expiration Of Service Agreement (ESA) (DA Form 2B, Sec IV)

Condition: Change/correction (MPC O and W)

Basis: Source documents

Procedure: 2-24, COMP

Step: 45

Data element: Service Agreement/Code (DA Form 2B, Sec IV)

Condition: Change/correction (MPC O and W)

Basis: Source document

Procedure: 2-24, COMP

Step: 46

Data element: Delay In Separation/Code (DA Form 2A and 2B, Sec IV)

Condition: Report

Basis: Source documents

Procedure: 2-39, DSEP

Step: 47

Data element: Date Of Last Permanent Change Of Station (PCS) (DA Form 2A and 2B, Sec IV)

Condition: Report

Basis: Source documents

Procedure: 2-56, LPCS

Table 2-1-1
Changes Relating to the DA Form 2(A-B)—Continued

Step: 48

Data element: Date Of Last Evaluation Report (DA Form 2A and 2B, Sec IV)

Condition: Report

Basis: Source documents

Procedure: 2-42, ERPT

Step: 49

Data element: Date Of Last Photograph (DA Form 2A and 2B, Sec IV)

Condition: Report/correct

Basis: Source document

Procedure: 2-100, YMPS

Step: 50

Data element: Date Eligible For AFRM (DA Form 2A and 2B, Sec IV)

Condition: Report/change

Basis: Source document

Procedure: 2-8, AFRM

Step: 51

Data element: Date Eligible For Good Conduct Medal (DA Form 2A, Sec IV)

Condition: Report/change

Basis: Source documents

Procedure: 2-47, GCMS

Step: 52

Data element: Procurement Program Number (PPN) (DA Form 2B, Sec IV)

Condition: Report/change (MPC O and W only)

Basis: Source document

Procedure: 2-77, PPN

Step: 53

Data element: FHA Insurance Eligibility Certificate Indicator (DA Form 2A and 2B, Sec IV)

Condition: Report/terminate

Basis: Source documents

Procedure: 2-45, FHAI

Step: 54

Data element: Anticipated Date Of Loss (DA Form 2A and 2B, Sec IV)

Condition: Report/change

Basis: Source documents

Procedure: 2-34, DLOS

Step: 55

Data element: Date Eligible To Return From Overseas (DEROS) (DA Form 2A and 2B, Sec IV)

Condition: Report/change

Basis: Source document

Procedure: 2-31, DERO

Step: 56

Data element: Date Returned From Overseas (DROS) (DA Form 2A and 2B, Sec IV)

Condition: Report/change

Basis: Source document

Procedure: 2-37, DROS

Step: 57

Data element: Assignment Eligibility Availability (AEA)/Termination Date (DA Form 2A, Sec IV)

Condition: Report/change

Basis: Source document

Procedure: 2-7, AEA

Step: 58

Data element: Area Last Combat Tour/Date (DA Form 2A and 2B, Sec IV)

Table 2-1-1
Changes Relating to the DA Form 2(A-B)—Continued

Condition: Report/change

Basis: Source document

Procedure: 2-11, ALCT

Step: 59

Data element: Area Of Current/Last Foreign Service Tour/Code (DA Form 2A, Sec IV)

Condition: Report/change

Basis: Source document

Procedure: 2-10, AFST

Step: 60

Data element: Travel Status (DA Form 2A, Sec IV)

Condition: Report/change

Basis: Source document

Procedure: 2-10, AFST

Step: 61

Data element: Overseas Area Of Preference (DA Form 2A and 2B, Sec IV)

Condition: Report/change

Basis: Source document

Procedure: 2-12, APRF

Step: 62

Data element: Conus Area Of Preference/Code (DA Form 2A, Sec IV) MPC "E" only.

Condition: Report/change

Basis: Source document

Procedure: 2-12, APRF

Step: 63

Data element: Grade/Code (DA Form 2B, Sec II)

Condition: Grade Change for 2LT, 1LT, or CPT

Basis: Source document

Procedure: 2-49, GRDC

Table 2-1-2
Personnel data changes

Step: 1

If the entry pertains to: A change in the army aptitude test scores

And the individual: Is enlisted

Based upon: Source documents

Go to procedure: 2-2, AATC

Step: 2

If the entry pertains to: A change/correction in the american board certification title, specialty and date

And the individual: Is an officer or warrant officer in the AMEDD

Based upon: Source documents

Go to procedure: 2-3, ABCD

Step: 3

If the entry pertains to: The type of aircraft for which an individual is qualified

And the individual: Is an officer

Based upon: Source document

Go to procedure: 2-34, ACSI

Step: 4

If the entry pertains to: The removal of an individual's record from the SPF

And the individual: Either MPC "O", "W", or "E"

Based upon: Source document

Go to procedure: 2-5, ADMD

Step: 5

Table 2–1–2
Personnel data changes—Continued

If the entry pertains to: The award or withdrawal of an ASI on the ORB and subsequently the OMF

And the individual: Either an Officer or Warrant Officer

Based upon: Source documents

Go to procedure: 2–56, ADSI

Step: 6

If the entry pertains to: A change/correction to the appointment data

And the individual: Either MPC “O” or “W”

Based upon: Source document

Go to procedure: 2–13, APTD

Step: 7

If the entry pertains to: A change/correction to the aviation data

And the individual: Is MPC O or W

Based upon: Source documents

Go to procedure: 2–16, AVDA

Step: 8

If the entry pertains to: Report/change/correction to the awards data

And the individual: Is MPC O or W

Based upon: Source document

Go to procedure: 2–17, AWDS

Step: 9

If the entry pertains to: A change in the basic date of appointment

And the individual: Is MPC O or W and a reserve component individual

Based upon: Source document

Go to procedure: 2–18, BDAP

Step: 10

If the entry pertains to: A change in the current duty title

And the individual: Is MPC O or W

Based upon: Source document

Go to procedure: 2–21, CDAT

Step: 11

If the entry pertains to: A change in the Current Mailing Address

And the individual: Is MPC O or W

Based upon: Source documents

Go to procedure: 2–23, UG

Step: 12

If the entry pertains to: A change in the date the dependents arrived overseas

And the individual: Is MPC O or W

Based upon: Individual

Go to procedure: 2–27, DDAR

Step: 13

If the entry pertains to: A change in the date the individual departed for overseas

And the individual: Is MPC O or W

Based upon: Source documents

Go to procedure: 2–28, DDPO

Step: 14

If the entry pertains to: A change/correction to the number of dependent children/adults/country of citizenship (spouse)/country or state of birth (spouse)

And the individual: Is MPC O or W

Based upon: Source documents

Go to procedure: 2–29, DEPD

Step: 15

If the entry pertains to: Being dropped from the rolls of organization

And the individual: Is MPC O or W or “E”

Table 2–1–2
Personnel data changes—Continued

Based upon: Source documents

Go to procedure: 2–32, DFR

Step: 16

If the entry pertains to: A change/correction in the date of entry on active duty and/or the home of record

And the individual: Is MPC O or W

Based upon: Source documents

Go to procedure: 2–41, EDAT

Step: 17

If the entry pertains to: A change/correction to the professional certification status

And the individual: Is MPC O or W

Based upon: Source documents

Go to procedure: 2–73, PCER

Step: 18

If the entry pertains to: A fraudulent enlistment or erroneously inducted or ordered to active duty

And the individual: Is either MPC O, W or E

Based upon: Source documents

Go to procedure: 2–44, FENL

Step: 19

If the entry pertains to: A change in the foreign service data

And the individual: Is either MPC O, or W

Based upon: Source document

Go to procedure: 2–46, FSVD

Step: 20

If the entry pertains to: A change/correction to local data on the SPF

And the individual: Is either MPC O W or E

Based upon: Local LOI

Go to procedure: 2–55, LOCO

Step: 21

If the entry pertains to: A change/correction to the major subject of college education

And the individual: Is MPC E

Based upon: Source documents

Go to procedure: 2–57, MADC

Step: 22

If the entry pertains to: A change/correction to the main civilian occupation

And the individual: Is MPC O or W

Based upon: Source document

Go to procedure: 2–59, MCVO

Step: 23

If the entry pertains to: A change/correction to the medical internship data

And the individual: Is MPC O or W and in the AMEDD

Based upon: Source document

Go to procedure: 2–60, MEDI

Step: 24

If the entry pertains to: A change/correction to the medical residency data

And the individual: Is MPC O or W and in the AMEDD

Based upon: Source document

Go to procedure: 2–61, MEDR

Step: 25

If the entry pertains to: Locally assign an individual who is a pending gain to a position where he/she will be properly utilized

And the individual: Is MPC O, W, E

Based upon: Source documents

Go to procedure: 2–63, MTDR

Table 2-1-2
Personnel data changes—Continued

Step: 26

If the entry pertains to: A change in the number of short/long overseas tours

And the individual: Is MPC O or W

Based upon: Source document

Go to procedure: 2-66, NSLT

Step: 27

If the entry pertains to: A change/correction to the civilian education data

And the individual: Is MPC O or W

Based upon: Source documents

Go to procedure: 2-68, OCVE

Step: 28

If the entry pertains to: A record which has been disputed under the provisions of the privacy act

And the individual: MPC O, W, E

Based upon: Source document

Go to procedure: 2-71, PADR

Step: 29

If the entry pertains to: A change/correction to an officer/warrant officer's previous assignment

And the individual: Is MPC O or W

Based upon: Source documents

Go to procedure: 2-72, UR

Step: 30

If the entry pertains to: Report an individual's home address after separation from active duty

And the individual: Is MPC O, W, E

Based upon: Source documents

Go to procedure: 2-76, NX

Step: 31

If the entry pertains to: Report a previous permanent/temporary grade and date of rank

And the individual: MPC O or W

Based upon: Source documents

Go to procedure: 2-78, PPTR

Step: 32

If the entry pertains to: Provide information to HQDA and to identify individuals who are scheduled for reassignment from non-affiliated unit to a unit to which he is affiliated

And the individual: Is MPC O, W, E

Based upon: Source documents

Go to procedure: 2-83, REGA

Step: 33

If the entry pertains to: Report the immediate enlistment or reenlistment in the Regular Army

And the individual: MPC E

Based upon: Source documents

Go to procedure: 2-86, RENL

Step: 34

If the entry pertains to: Report/change/correction to USAR permanent grade 1LT or CW2 and the date of rank

And the individual: MPC O and USAR MPC W and USAR

Based upon: Source documents

Go to procedure: 2-87, RPRM

Step: 35

If the entry pertains to: Revoke a transfer data record (TDR)

And the individual: MPC O, W or E

Based upon: Source documents

Go to procedure: 2-88, RTDR

Step: 36

If the entry pertains to: Report the state and year of bar membership for JAG individuals

Table 2-1-2
Personnel data changes—Continued

And the individual: MPC O or W

Based upon: Source document

Go to procedure: 2-89, SBAR

Step: 37

If the entry pertains to: Report the separation/discharge/retirement of an individual

And the individual: MPC O, W or E

Based upon: Source documents

Go to procedure: 2-91, SEP

Step: 38

If the entry pertains to: Report the transfer of an officer to another armed service

And the individual: MPC O

Based upon: Source documents

Go to procedure: 2-98, TRAN

Step: 39

If the entry pertains to: Report the defense language aptitude battery score

And the individual: MPC O, W, or E

Based upon: Source document

Go to procedure: 2-33, DLAB

Step: 40

If the entry pertains to: Report/change/correction to the test control officer number

And the individual: (Not Applicable)

Based upon: Source documents

Go to procedure: 2-70, OTCO

Table 2-1-3
SIDPERS file inquiries

Step: 1

If entry pertained to: SPF Inquiry

For: A transfer data record. Reconciliation of SPF with Officer Master File (OMF)/Enlisted Master File (EMF)

Based upon: Source documents

Go to procedure: 2-52, INQY

Step: 2

If entry pertained to: SIDPERS Authorized Strength File (SASF) Inquiry

For: A listing, punched cards, or a listing and punched for a specific position number, a range of position numbers, or all positions in a unit

Based upon: Source documents

Go to procedure: 2-67, OAUT

Step: 3

If entry pertained to: SPF Inquiry

For: A TDR and/or a DA Form 2 (A-B) for: All personnel in a unit; all officers or warrant officers or enlisted personnel in a unit

Based upon: Source document

Go to procedure: 2-69, OPER

2-17. Procedure 2-2 Army aptitude test changes (transaction mnemonic—AATC) (applicable during peacetime/mobilization)

a. The purpose of this procedure is to report a change to army aptitude test scores for enlisted personnel to PERSCOM through the local Personnel Automation Section (PAS).

(1) Required references used in this procedure are as follows:

(a) AR 611-5

(b) DA Pamphlet 600-8, procedure 3-25

(2) Source documents used in this procedure are as follows:

(a) DA Form 2-1

(b) DA Form 4187

(c) DA Form 2496

b. This procedure pertains to enlisted personnel. The personnel records branch will initiate a change as changes occur. Test scores must be reported in the order indicated. At least one test score must be reported.

2-18. Procedure 2-2 Action

a. *Control data.* (Data elements used are examples.) Enter the control data in accordance with paragraph 2-7.

b. *Action data.* (Data elements used are examples.)

(1) *Combat Aptitude Test Score.* Do one of the following:

(a) If this data element is not to be reported enter a slash (/) in the first box.

(b) If this data element is to be reported, enter the three character Combat Aptitude Test Score. If the score is less than three digits, zero fill to the left. If no further data elements are to be reported, enter a period (.) in the next box to end this transaction. If further data elements are to be reported, enter a slash (/) in the box.

(2) *Field Artillery Aptitude Test Score.* Do one of the following:

(a) If this data element is not to be reported and further data elements are to be reported, enter a slash (/) in the next box.

(b) If this data element is to be reported, enter the three character Field Artillery Aptitude Test Score. If no further data elements are to be reported, enter a period (.) in the next box. If further data elements are to be reported, enter a slash (/) in the next box.

(3) *Electrical Aptitude Test Score.* Do one of the following:

(a) If this data element is not to be reported and further data elements are to be reported, enter a slash (/) in the next box.

(b) If this data element is to be reported, enter the three character Electrical Aptitude Test Score. If no further data elements are to be reported, enter a period (.) in the next box to end this transaction. If further data elements are to be reported, enter a slash (/) in the next box.

(4) *Operator And Food Test Scores.* Do one of the following:

(a) If this data element is not to be reported and further data elements are to be reported, enter a slash (/) in the next box.

(b) If this data element is to be reported, enter the three character Operator And Food Test Score. If no further data elements are to be reported, enter a period (.) in the next box to end this transaction. If further data elements are to be reported, enter a slash (/) in the next box.

(5) *General Maintenance Test Score.* Do one of the following:

(a) If this data element is not to be reported and further data elements are to be reported, enter a slash (/) in the next box.

(b) If this data element is to be reported, enter the three character General Maintenance Test Score. If no further data elements are to be reported, enter a period (.) in the next box to end this transaction. If further data elements are to be reported, enter a slash (/) in the next box.

(6) *Motor Maintenance Test Score.* Do one of the following:

(a) If this data element is not to be reported and further data elements are to be reported, enter a slash (/) in the next box.

(b) If this data element is to be reported, enter the three character Motor Maintenance Test Score. If no further data elements are to be reported, enter a period (.) in the next box to end this transaction. If further data elements are to be reported, enter a slash (/) in the next box.

(7) *Clerical Aptitude Test Score.* Do one of the following:

(a) If this data element is not to be reported and further data elements are to be reported, enter a slash (/) in the next box.

(b) If this data element is to be reported, enter the three character Clerical Aptitude Test Score. If no further data elements are to be reported, enter a period (.) in the next box to end this transaction. If further data elements are to be reported, enter a slash (/) in the next box.

(8) *Skill Technical Aptitude Score.* Do one of the following:

(a) If this data element is not to be reported and further data elements are to be reported, enter a slash (/) in the next box.

(b) If this data element is to be reported, enter the three character Skill Technical Aptitude Score. If no further data elements are to be reported, enter a period (.) in the next box to end this transaction. If further data elements are to be reported, enter a slash (/) in the next box.

(9) *Signal Communication Test Score.* Do one of the following:

(a) If this data element is not to be reported and further data elements are to be reported, enter a slash in the next box.

(b) If this data element is to be reported, enter the three character Signal Communication Test Score. If no further

data elements are to be reported, enter a period (.) in the next box to end this transaction. If further data elements are to be reported, enter a slash (/) in the next box.

(10) *Auditory Perception Test Score*. Do one of the following:

(a) If this data element is not to be reported, you should have ended this transaction with a period (.) in the next box immediately after the last data element that was reported. (See fig. 2-23.)

/	/	/	/	/	/	/	/	1	4	5	.
---	---	---	---	---	---	---	---	---	---	---	---

Figure 2-23. Example of an Auditory Perception Test Score if data element is not to be reported

(b) If this data element is to be reported, enter the three character Auditory Perception Test Score. Enter a period (.) in the next box to end this transaction. (See fig. 2-24.)

/	/	/	/	/	/	/	/	1	5	5	.
---	---	---	---	---	---	---	---	---	---	---	---

Figure 2-24. Example of an Auditory Perception Test Score if data element is to be reported

c. *Format*. See screen format for this procedure at figure 2-25.

TRANSACTION MNEMONIC: AATC

DATE: -----	NAME: -----	SSN: -----	ORIG: --
COMBAT APTITUDE SCORE: ---		FIELD ARTILLERY SCORE: ---	
ELECTRICAL APTITUDE: ---		OPERATOR AND FOOD SCORE: ---	
GENERAL MAINTENANCE: ---		MOTOR MAINTENANCE SCORE: ---	
CLERICAL APTITUDE SCORE: ---		SKILL TECHNICAL SCORE: ---	
SIGNAL COMMUNICATION: ---		AUDITORY PERCEPTION: ---	

ACTION: --

Figure 2-25. Example of an Army Aptitude Test Change (AATC) Screen Format

2-19. Procedure 2-3 American board certification (transaction mnemonic—ABCD) (applicable during peacetime)

The purpose of this procedure is to support the elimination of manual change reporting (DA Form 2876) for officers and warrant officers and to make changes to the Officer Master File (OMF) (AMEDD Officers/Warrant Officers only).

a. Required references used in this procedure are as follows:

- (1) AR 611-101
- (2) DA Pamphlet 600-8, Procedure 5-1

b. Source documents used in this procedure are as follows:

- (1) DA Form 4037
- (2) Letter

2-20. Procedure 2-3 Action

a. *Control data.* (Data elements used are examples.) Enter the control data in accordance with paragraph 2-7.

b. *Action data.* (Data elements used are examples.)

(1) *Example 1—Type of change, American board certification title, American board certification specialty, American board certification date.*

(a) *Type of Change.* Enter one of the following one character codes: A=Add, C=Change. Enter a slash (/) in the next box.

(b) *American board certification title.* Get the title from AR 680-29. Enter the two character code for the ABC Title. Enter a slash in the next box.

(c) *American board certification specialty.* Get the American board certification specialty from AR 680-29. Enter the two character ABC specialty code. Enter a slash (/) in the next box.

(d) *American board certification date.* Enter the two character code for the year of certification. Enter a period (.) in the next box to end this transaction. (See fig. 2–26.)

A	/	Ø	9	/	2	9	/	8	1	.
---	---	---	---	---	---	---	---	---	---	---

Figure 2–26. Example of an American board certification date

(2) *Example 2—Type of change, American board certification title, American board certification specialty.*

(a) *Type of Change.* Enter the following type of change code: C=Change. Enter a slash (/) in the next box.

(b) *American board certification title.* Get the title from AR 680–29. Enter the two character code for the ABC title. Enter a slash (/) in the next box.

(c) *American Board Certification Specialty.* Get the American board certification specialty from AR 680–29. Enter the two character ABC specialty code. Enter a period (.) in the next box to end this transaction. (see fig. 2–27.)

C	/	Ø	9	/	2	9	.
---	---	---	---	---	---	---	---

Figure 2–27. Example of an American board certification specialty

(3) *Example 3—Type of change, American board certification title.*

(a) *Type of Change.* Enter the following one character type of change code: D=Delete. Enter a slash (/) in the next box.

(b) *American board certification title.* Get the title from AR 680–29. Enter the two character code for the ABC title. Enter a period (.) in the next box to end this transaction. (See figure 2–28.)

D	/	Ø	9	.
---	---	---	---	---

Figure 2–28. Example of an American board certification title

(4) *Example 4—Type of change, American board certification title, American board certification date.*

(a) *Type of Change.* Enter the following one character type of change code: C=Change. Enter a slash (/) in the next box.

(b) *American board certification title.* Get the title from AR 680–29. Enter the two character code for the ABC title. Enter a slash (/) in the next two boxes.

(c) *American board certification date.* Enter the two character code for the year of certification. Enter a period (.) in the next box to end this transaction. (See fig. 2–29.)

C	/	Ø	9	/	/	8	1	.
---	---	---	---	---	---	---	---	---

Figure 2–29. Example of an American board certification date

c. *Format.* See screen format for this procedure at figure 2–30.

```
TRANSACTION MNEMONIC: ABCD

DATE: -----  NAME: -----  SSN: -----  ORIG: --
TYPE OF CHANGE:  _
AMERICAN BOARD CERTIFICATION TITLE:  --
AMERICAN BOARD CERT SPECIALTY:  --
AMERICAN BOARD CERTIFICATION DATE:  --

ACTION:  --
```

Figure 2–30. Example of an American Board Certification (ABCD Transaction Screen Format)

2–21. Procedure 2–4 Aircraft ASI (aircraft qualifications) (transaction mnemonic—ASCI) (applicable during peacetime)

The purpose of this procedure is to report the type of aircraft for which an officer is qualified and the degree qualification, and to change or correct Section I, Assignment Information, DA Form 4037.

a. Required references used in this procedure are as follows:

- (1) AR 611–101
- (2) AR 611–112
- (3) DA Pamphlet 608–8, Procedure 5–1

b. Source documents used in this procedure are as follows:

- (1) DA Form 4037
- (2) Aviation School Orders
- (3) DA Form 2496

2–22. Procedure 2–4 Action

a. *Control data.* (Data elements used are examples.) Enter the control data in accordance with paragraph 2–7.

b. *Action data.* (Data elements used are examples.)

(1) *Type of aircraft qualification.* Get the code from AR 680–29. Enter the two character code and a slash (/) in the next box.

$$\boxed{1} \boxed{D} \boxed{\diagup} \boxed{1} \boxed{\cdot}$$

TRANSACTION MNEMONIC: ACSI

DATE: _____ NAME: _____ SSN: _____ ORIG: --

AIRCRAFT ASI: --

AIRCRAFT QUALIFICATIONS: -

ACTION: --

- a. The purpose of this procedure is to remove an individual from the SIDPERS personnel file (SPF).
 - (1) Required reference used in this procedure is the PAS letter of instruction.
 - (2) Source documents used in this procedure are as follows:
 - (a) DA Form 2496, Disposition Form (DF)
 - (b) AAC C27
- b. The ADMD transaction will only be used when no other transaction can effectively remove an individual from the SPF. When the ADMD transaction is used, the PSC must notify the unit responsible for the individual to submit an

- b. The ADMD transaction will only be used when no other transaction can effectively remove an individual from the SPF. When the ADMD transaction is used, the PSC must notify the unit responsible for the individual to submit an

OSTR transaction in order to adjust its organization strength. The Personnel Automation Section (PAS) will strictly monitor the use of the ADMD transaction to make sure that the individual was removed from the SPF for reasons other than normal reporting.

2-24. Procedure 2-5 Action

- a. Control data.* (Data elements used are examples.) Enter the control data in accordance with paragraph 2-7.
- b. Action data.* (Data elements used are examples.)
 - (1) *Record deletion file code (RDFC).* Enter one of the following RDFC:
 - (a) SPF—Assigned Status.
 - (b) SAT—Attached Status (Intra and Inter).
 - (c) ALL—Assigned and attached Status.
 - (2) *Next box.* Enter a period (.) to end this transaction. (See fig 2-33.)



Figure 2-33. Example of a Record Deletion File Code (RDFC)

- c. Notification.* Notify the unit responsible for the individual to submit an OSTR transaction.
- d. Format.* See screen format for this procedure at figure 2-34.

TRANSACTION MNEMONIC: ADMD

DATE: ----- NAME: ----- SSN: ----- ORIG: --

RECORD DELECTION FILE CODE: ---

ACTION: --

Figure 2-34. Example of an Administrative Delete From the SIDPERS Personnel File (ADMD) Screen Format

2-25. Procedure 2-6 Additional skill identifier (transaction mnemonic—ADSI) (applicable during peacetime)

a. The purpose of this procedure is to report the award/withdrawal of an ASI for commissioned officers or the award/withdrawal of an ASI associated with a warrant officer's PMOS/AMOS and to add/delete an ASI from Section I (Specialty/MOS Data), DA Form 4037.

(1) Required references used in this procedure are as follows:

(a) AR 611-101

(b) AR 611-112

(c) DA Pamphlet 600-8, Procedure 5-1

(2) Source document used in this procedure is a letter.

b. See Procedure 2-14 (ASI) to change or correct Section II (PMOS/ASI (W), PSSI/ASI1/ASI2 (O), CMOS/ASI (W), SEC SSI/ASI3/ASI4 (O)), DA Form 2B.

2-26. Procedure 2-6 Action

a. *Control data.* (Data elements used are examples.) Enter the control data in accordance with paragraph 2-7.

b. *Action data.* (Data elements used are examples.)

(1) *ASI code.* Get the ASI from the appropriate source document. Enter that two character ASI. Enter a slash (/) in the next box.

(2) *Type of change.* Enter an A to add the ASI or a D to delete the ASI from the ORB. Enter a period (.) in the next box to end this transaction. (See fig. 2-35.)



Figure 2-35. Example of a type of change

c. *Format.* See screen format for this procedure at figure 2-36.

TRANSACTION MNEMONIC: ADSI

DATE: _____ NAME: _____ SSN: _____ ORIG: _____

ASI: _____

TYPE OF CHANGE: _____

ACTION: _____

Figure 2-36. Example of an Additional Skill Identifier (ADSI) Screen Format

2-27. Procedure 2-7 Assignment eligibility availability (transaction mnemonic—AEA) (applicable during peacetime/wartime)

a. The purpose of this procedure is to report a change in an enlisted individual's availability for overseas assignment. This procedure applies only to enlisted personnel.

(1) Required references used in this procedure are as follows:

(a) AR 614-200

(b) AR 614-30

(c) DA Pamphlet 600-8, Procedure 5-12

(2) Source documents used in this procedure are as follows:

(a) DA Form 2-1.

(b) Reassignment orders.

b. An assignment eligibility availability (AEA) code will be changed automatically by Headquarters, Department of

the Army to an AEA code of L on the actual year and month of termination unless another AEA code is submitted by the records specialist.

2-28. Procedure 2-7 Action

a. *Control data.* (Data elements used are examples.) Enter the control data in accordance with paragraph 2-7.

b. *Action data.* (Data elements used are examples.)

(1) *Assignment eligibility availability (AEA) code.* Determine the AEA code that applies by checking the source document against AEA codes (AR 614-200). If blanking out AEA codes (overseas only), enter the character Z. Enter a period (.) or a slash (/) in the next box based on the following conditions:

(a) If year and month of AEA code termination is not to be reported, enter a period (.) in the next box, to end this transaction. (See fig. 2-37.)



Figure 2-37. Example of an Assignment eligibility availability (AEA)

(b) If year and month of AEA code termination is to be reported, enter a slash (/) in the next box.

(2) *Year and month AEA code termination.* AEA code S and termination date are authorized and input to PERSCOM's enlisted master file (EMF) only by HQDA and transmitted to the field via the SB transaction. Local input of AEA code S and termination date is permitted for personnel reassigned for compassionate reasons, however, no output is generated for HQDA. Students attending a PMOS producing school on a PCS status will be awarded AEA code B with a termination date reflecting the date the individual will graduate from the school. Enter the four-character year and month AEA code termination in that order (must be a future month). Enter a period (.) in the next box to end this transaction. (See fig 2-38.)



Figure 2-38. Example of a year and month AEA code termination

c. *Format.* See screen format for this procedure at figure 2-39.

```

TRANSACTION MNEMONIC: AEA

DATE: _____ NAME: _____ SSN: _____ ORIG: ____
AEA CODE: _
YEAR-MONTH AEA TERMINATION: ____

ACTION: __

```

Figure 2-39. Example of an Assignment Eligibility Availability (AEA) Screen Format

2-29. Procedure 2-8 Armed forces reserve medal eligibility (transaction mnemonic—AFRM) (applicable during peacetime)

a. The purpose of this procedure is to report the year and month an individual will be eligible for the armed forces reserve medal or to correct a previously reported year and month of eligibility.

(1) Required reference used in this procedure is AR 672-5-1.

(2) Source document used in this procedure is the DA Form 2496.

b. The AFRM transaction is applicable only to USAR commissioned and warrant officers on extended active duty and to regular army enlisted personnel with a reserve warrant or commissioned officer status, or a regular army warrant officer with a reserve commissioned status. All personnel under consideration must meet the requirements outlined in paragraph 75, AR 672-5-1, Military Awards.

2-30. Procedure 2-8 Action

a. *Control data.* (Data elements used are examples.) Enter the control data in accordance with paragraph 2-7.

b. *Action data.* (Data elements used are examples.) Year and month eligibility. Enter the year and month the individual will be eligible for the armed forces reserve medal in that order. To remove an earlier reported year and month, enter "000". Enter a period (.) in the next box to end this transaction. (See fig. 2-40.)

7906.

Figure 2-40. Example of a year and month eligible for AFRM

c. *Format.* See screen format for this procedure at figure 2-41.

TRANSACTION MNEMONIC: AFRM

DATE: ----- NAME: ----- SSN: ----- ORIG: --

YEAR-MONTH ELIGIBLE FOR AFRM: ----

ACTION: --

Figure 2-41. Example of an Armed Forces Reserve Medal Eligibility (AFRM) Screen Format

2-31. Procedure 2-9 Active federal service (transaction mnemonic—AFS) (applicable during peacetime/mobilization)

a. The purpose of this procedure is to report a commissioned or warrant officer's active federal service and active federal commissioned service.

(1) Required references used in this procedure are as follows:

(a) DA PAM 600-8, Procedure 5-1

(b) AR 135-210

(c) AR 601-100

(2) Source documents used in this procedure are as follows:

(a) DA Form 4037

(b) Active duty/appointment letter or orders.

b. An AFS transaction on officers accessed during the current fiscal year should be coded with AFS and AFCS

computed from date of entry on active duty through the end of the current fiscal year. Thereafter, the system adds 12 months to each record every October for the next fiscal year. Whenever corrections are made to the AFS or AFCS fields, the data must be computed through the end of the current fiscal year.

2-32. Procedure 2-9 Action

a. *Control data.* (Data elements used are examples.)

(1) *Date.* Enter the effective date of the change report as year, month and day in that order.

(2) *Remaining control data.* Complete per paragraph 2-7.

b. *Action data.* (Data elements used are examples.)

(1) Active Federal service (AFS). Enter total months (MMM) active Federal service. Enter a slash (/) in the next box.

(2) Active Federal commissioned service (AFCS). Enter the total months and days (MMMDD) AFCS. This data element must be reported. Enter a period (.) in the next box to end this transaction. (See fig. 2-42.)

0	5	1	/	0	3	3	1	3	.
---	---	---	---	---	---	---	---	---	---

Figure 2-42. Example of an Active Federal Commissioned Service (AFCS)

c. *Format.* See screen format for this procedure at figure 2-43.

TRANSACTION MNEMONIC: AFS

DATE: _____ NAME: _____ SSN: _____ ORIG: --

ACTIVE FEDERAL SERVICE: --

ACTIVE FEDERAL COMMISSIONED SERVICE: -----

ACTION: --

Figure 2-43. Example of an Active Federal Service (AFS) Screen Format

2-33. Procedure 2-10 Area of current/last completed foreign service tour and travel status (transaction mnemonic—AFST) (applicable during peacetime)

a. The purpose of this procedure is to report the area of current or last foreign service tour and travel status for an enlisted individual. This procedure may also be used to report an individual's date eligible to return from overseas (DEROS) or date returned from overseas (DROS) or to correct DA Form 2A, Section IV.

(1) Required references used in this procedure are as follows:

- (a) AR 614-200
- (b) AR 614-30
- (c) AR 55-46

(2) Source documents used in this procedure are as follows:

- (a) DA Form 2-1
- (b) Reassignment orders

b. A non-CONUS resident serving or returning from his non-CONUS area of residence will not be credited with an overseas tour; therefore, this change will not be submitted for a non-CONUS resident.

2-34. Procedure 2-10 Action

a. *Control data.* (Data elements used are examples.) Enter the control data in accordance with paragraph 2-7.

b. *Action data.* (data elements used are examples.)

(1) *Area of current or last completed foreign service tour and travel status.* Get the area of current or last completed foreign service tour, AFST, from the appropriate source document. Check the overseas area code against the codes in AR 680-29. Enter that one character code. Enter a period (.) or a slash (/) in the next box based on the following conditions:

- (a) If the DEROS or DROS is not to be reported, enter a period (.) in the next box to end this transaction. (See fig.

L	.			
---	---	--	--	--

Figure 2-44. Example of an area of current or last completed foreign service tour and travel status

(b) If the DEROS or DROS is to be reported, enter a slash (/) in the next box.

(2) *No Oversea tour.* To show no overseas tour, enter a "Z" followed by a period (.) in the first two blocks of the action data field (CONUS only). This will blank out a previously reported DEROS and/or DROS. Do not report a DEROS for CONUS personnel, and for personnel in other locations do not report a DROS.

(3) *Date of DEROS or DROS.* Get the six character DEROS or DROS from the appropriate source document. Enter that date as year, month and day in that order. Enter a period (.) in the next box to end this transaction. (See fig. 2-45.)

L	/	7	4	ø	5	ø	9	.
---	---	---	---	---	---	---	---	---

Figure 2-45. Example of a date of DEROS or DROS

c. *Format.* See screen format for this procedure at figure 2-46.

TRANSACTION MNEMONIC: AFST

DATE: ----- NAME: ----- SSN: ----- ORIG: --

AREA CURR LAST FST: -

DATE OF DROS OR DEROS: -----

ACTION: --

Figure 2-46. Example of an Area of Current/Last Completed Foreign Service Travel Status (AFST) Screen Format

2-35. Procedure 2-11 Area year and month of last completed combat tour (transaction mnemonic—ALCT) (applicable during peacetime)

a. The purpose of this procedure is to report an individual's area, year and month of last completed combat tour. This procedure applies to all personnel.

(1) Required reference used in this procedure is AR 614-30.

(2) Source documents used in this procedure are as follows:

(a) DA Form 2-1

(b) Orders

(c) DA Form 4037

b. The reporting of this transaction is based upon the overseas service of the individual as recorded on the DA Form 2-1 and the award of hostile fire pay by special orders or as recorded on the Military Personnel Records Jacket (MPRJ) of the individual.

2-36. Procedure 2-11 Action

a. Control data. (Data elements used are examples.) Enter the control data in accordance with paragraph 2-7.

b. Action data. (Data elements used are examples.)

(1) *Area of last combat tour code.* Find the area of last combat tour on the individual's DA Form 2-1 or from orders. Get the code that corresponds to the individual's area of last combat tour from AR 680-29. Enter this code, then enter a slash (/) or a period (.) in the next box based on the following conditions:

(a) If year and month last combat tour was completed is not to be reported, enter a period (.) in the next box to end this transaction. (See fig. 2-47.)

V	.			
---	---	--	--	--

Figure 2-47. Example of an area of last combat tour code if completed tour is not to be reported

(b) If area and year-month of last combat tour are to be blanked enter a Z. Enter a period (.) in the next box to end this transaction. (See fig. 2-48.)

Z	.			
---	---	--	--	--

Figure 2-48. Example of an area of last combat tour code if combat tour are to be blanked

(c) If year and month of last combat tour is to be reported enter a slash (/) in the next box. In order to report the year and month of last combat tour, the area of last combat tour code must be present in this transaction.

(2) Year and month last combat tour. Get the year and month last combat tour was completed from the individual's DA Form 2-1 or special orders. Enter that four character year and month last combat tour was completed. Enter a period (.) in the next box to end this transaction. (See fig. 2-49.)

V	/	7	4	0	5	.
---	---	---	---	---	---	---

Figure 2-49. Example of a year and month completed last combat tour

c. *Format.* See screen format for this procedure at figure 2-50.

elements are being reported enter a slash (/). If no other data elements are being reported, enter a period (.) in the next box to end this transaction. (See fig. 2-51.)

A	Y	.			
---	---	---	--	--	--

Figure 2-51. Example of a CONUS area of preference

(2) Oversea assignment preference #1. Get the code for the overseas area of preference from Appendix B, AR 680-29 based upon the current DA Form 2635/483 or the individual. For Alaska, enter Ø; for Hawaii, enter 15. Enter that two character code as the first overseas assignment preference. Note that if one overseas area of preference is reported, all three overseas assignment preferences must be reported.

(3) Oversea assignment preference #2. Get the code for the overseas area of preference from Appendix B, AR 680-29 based upon the current DA Form 2636/483 or the individual. For Alaska, enter Ø; for Hawaii, enter 15. Enter that two character code as the second overseas assignment preference. Enter a slash (/) in the next box.

(4) Oversea assignment preference #3. Get the code for the overseas area of preference from Appendix B, AR 680-29 based upon the current DA Form 2635/483 or the individual. For Alaska, enter Ø; for Hawaii, enter 15. Enter that two character code as the third overseas assignment preference. Enter a period (.) in the next box to end this transaction. (See fig. 2-52).

A	Y	/	1	5	/	Ø	2	/	B	Z	.
---	---	---	---	---	---	---	---	---	---	---	---

Figure 2-52. Example of a overseas assignment preference

c. *Format.* See screen format for this procedure at figure 2-53.

```

TRANSACTION MNEMONIC: APRF
DATE: --- NAME: --- SSN: --- ORIG: ---
CONUS AREA OF PREFERENCE: ---
OVERSEAS ASSIGNMENT PREFERENCE 1: ---
OVERSEAS ASSIGNMENT PREFERENCE 2: ---
OVERSEAS ASSIGNMENT PREFERENCE 3: ---
ACTION: ---

```

Figure 2-53. Example of a CONUS/Overseas Area of Preference (APRF) Transaction Screen Format

2-39. Procedure 2-13 Appointment data (transaction mnemonic—APTD) (applicable during peacetime)

The purpose of this procedure is to support the elimination of manual change reporting for officers and to make changes to the officer master file.

a. Required references used in this procedure are as follows:

- (1) DA Pamphlet 600-8, procedure 5-1
- (2) AR 135-210
- (3) AR 601-100

b. Source documents used in this procedure are as follows:

- (1) DA Form 4037
- (2) Appointment letter or order.

2-40. Procedure 2-13 Action

a. *Control data.* (Data elements used are examples.) Only one of the two data elements in this transaction is necessary for the transaction to process. Enter the control data in accordance with paragraph 2-7.

b. *Action data.* (Data elements used are examples.)

- (1) *Type of original appointment.* Enter one character code as listed in AR 680-29. Do one of the following:
 - (a) Enter slash (/) in the next box if further data elements are to be reported.
 - (b) If no further data elements are to be reported, enter a period (.) in the next box to end this transaction. (See fig 2-54.)

R	.			
---	---	--	--	--

Figure 2–54. Example of a type of original appointment

(2) Source of original appointment. Enter the one-character code as listed in AR 680–29. Enter a period (.) in the next box to end this transaction. (See fig 2–55.)

R	/	A	.		
---	---	---	---	--	--

Figure 2–55. Example of a source of original appointment

TRANSACTION MNEMONIC: APTD

DATE: _____ NAME: _____ SSN: _____ ORIG: --

TYPE OF ORIGINAL APPOINTMENT: -

SOURCE OF ORIGINAL APPOINTMENT: -

ACTION: --

Figure 2-56. Example of an Appointment Data (APTD) Screen Format

2-41. Procedure 2-14 Additional skill identifier (transaction mnemonic—ASI) (applicable during peacetime/mobilization/wartime)

a. The purpose of this procedure is to report the award/withdrawal associated with a warrant/enlisted PMOS, a warrant AMOS, or an enlisted SMOS and to report the award/withdrawal of four ASI for commissioned officers. This procedure is also used to change/correct, Section II (PMOS/ASI, PSSI/ASI1/ASI2, CMOS/ASI, SEC SSI/ASI3/ASI4), DA Form 2 (A-B.)

(1) Required references used in this procedure are as follows:

- (a) AR 611-101.
- (b) AR 611-112.
- (c) AR 611-201.
- (d) AR 600-200.
- (e) DA Pamphlet 600-8, procedure 5-1.

(2) Source document used in this procedure are as follows:

- (a) Orders.
- (b) DA Forms 4037.

b. Use Procedure 2-75 (PMOS) or 2-93 (SMOS), instead of this procedure if the enlisted PMOS or SMOS and the ASI are both being changed. To add or delete an ASI from an officer's DA Form 4037, see Procedure 2-6 (ADSI). To add or delete a fifth or sixth ASI for commissioned officers or a third through sixth ASI for a warrant officer, see Procedure 2-6 (ASDI). ASI for commissioned officers will be reported in the order received except during wartime. If a commissioned officer has an ASI-1 recorded on the DA Form 2(B), the next ASI received will be reported as ASI-2, and so on.

2-42. Procedure 2-14 Action

a. *Control data.* (Data elements used are examples.) Enter the control data in accordance with paragraph 2-7.

b. *Action data for peacetime/mobilization.* (Data elements used are examples.) If more than one ASI is present and you are deleting or adding an ASI, the ASI that is not being changed must still be reported. For example, if ASI-1, ASI-2, and ASI-3 are present and ASI-3 is being deleted, you must still report ASI-1 and ASI-2.

(1) *Commissioned officers.*

(a) *ASI number 1.* Enter first awarded ASI for the commissioned officer. If deleting an existing ASI, enter Ø Enter a slash (/) in the next box.

(b) *ASI number 2.* Enter next awarded ASI for the commissioned officer. If deleting an existing ASI or if not applicable, enter Ø Enter a slash (/) in the next box.

(c) *ASI number 3.* Enter next awarded ASI for the commissioned officer. If deleting an existing ASI or if not applicable, enter Ø Enter a slash (/) in the next box.

(d) *ASI number 4.* Enter next awarded ASI for the commissioned officer. If deleting an existing ASI or if not applicable, enter Ø Enter a period (.) in the next box to end this transaction. (See fig 2-57.)



Figure 2-57. Example of an action data for peacetime/mobilization, commissioned officers

- (2) Warrant officer/enlisted.
- (a) ASI number 1. Enter the ASI associated with the warrant/enlisted PMOS. If deleting an existing ASI, enter ØØ Enter a slash (/) in the next box.
- (b) ASI number 2. Enter the ASI associated with the warrant AMOS or enlisted SMOS. If deleting an existing ASI or if not applicable, enter ØØ Enter a period (.) in the next box to end this transaction. (See fig 2-58.)

5	A	/	5	J	.
---	---	---	---	---	---

Figure 2-58. Example of an action data for peacetime/mobilization, warrant officer/enlisted

- c. Action data for wartime. (Data elements used are examples.)
- (1) *Commissioned officer*. ASI number 1. Enter the latest awarded ASI for the commissioned officer. If deleting an existing ASI, enter ØØ Enter a period (.) in the next box to end this transaction. (See fig 2-59.)

5	P	.			
---	---	---	--	--	--

Figure 2-59. Example of an action data for wartime, commissioned officer

- (2) *Warrant officer/enlisted*. ASI number 1. Enter the ASI associated with the warrant/enlisted PMOS. If deleting an existing ASI, enter ØØ Enter a period (.) in the next box to end this transaction. (See fig 2-60.)

P	7	.			
---	---	---	--	--	--

Figure 2-60. Example of an action data for wartime, warrant officer/enlisted

- d. *Format*. See screen formats for this procedure at figures 2-61 through 2-63.

TRANSACTION MEMORIC: ASI

DATE: _____ NAME: _____ SSN: _____ ORIG: --

PRIMARY ASI/ASI-1: --

ADDITIONAL/SECONDARY ASI/AST-2: --

ASI-3: --

ASI-4: --

ACTION: --

Figure 2-61. Example of an Additional Skill Identifier (ASI) Screen Format (Officer-Peacetime)

TRANSACTION MNEMONIC: ASI

DATE: ---- NAME: ---- SSN: ---- ORIG: --

PRIMARY ASI/ASI-1: --

ASI-2: --

ACTION: --

Figure 2-62. Example of an Additional Skill Identifier (ASI) Screen Format (Warrant Officer/Enlisted-Peacetime)

TRANSACTION MNEMONIC: ASI

DATE: ----- NAME: ----- SSN: ----- ORIG: --

PRIMARY ASI/ASI-1: --

ACTION: --

Figure 2-63. Example of an Additional Skill Identifier (ASI) Screen Format (Officer/Warrant Officer/Enlisted-Wartime)

2-43. Procedure 2-15 Attached (enter ATCH) and attached (pending disposition ATAD) (transaction mnemonic—ATCH/ATAD) (applicable during peacetime/mobilization/wartime)

a. The purpose of this procedure is to report an individual as attached, or further attached, to a unit serviced by a Personnel Automation Section (PAS) that is different from the PAS that services the individual's parent unit (assigned) and/or unit of current attachment. This procedure is also used to report an individual as attached pending disposition who has been DFR (RCN 942/PB or 950/PG) and to report members of the ARNG or USAR when ordered to one of the following:

- (1) Initial active duty for training (IADT).
- (2) Active duty for training (ADT) (15 days or more).
- (3) Active duty support (ADS)
- (4) Active guard or reserve status.

b. Required references used in this procedure are as follows:

- (1) AR 40-501.
- (2) AR 310-10.
- (3) AR 611-6.
- (4) AR 611-101.
- (5) AR 611-201.
- (6) AR 680-1.
- (7) DA Pamphlet 600-8.
- (8) DA Pamphlet 600-8-10.

c. Source documents used in this procedure are as follows:

- (1) (*Rescinded.*)

- (2) Letters of Instruction (LOI).
- (3) Military Personnel Records Jacket.
- (4) Orders.

d. This transaction pertains to officers, warrant officers, and enlisted personnel. If an individual is attached to a unit that is serviced by the same PAS that services his or her parent unit or current unit of attachment, then use procedure 2-5 of DA Pamphlet 600-8-1. If an individual is attached to a unit using this procedure (2-15) and is further attached to another unit that is serviced by the same PAS that services the unit to which he or she is currently attached, use procedure 2-5 of DA Pamphlet 600-8-1. In accordance with AR 680-1, once an individual is attached to a unit, the unit or PSC that services the unit of attachment is responsible for reporting all changes that occur during the period of attachment with the exception of duty status changes. Duty status changes will be handled in accordance with Procedure 9-11 of DA Pamphlet 600-8 procedures in this pamphlet and DA Pam 600-8-1 will be followed in reporting changes to attached personnel. If a transfer data record (TDR) was not prepared in accordance with procedure 6-1, DA Pamphlet 600-8-10, during the individual's inprocessing, follow the guidance in this procedure. A TDR should accompany an individual when he or she is TDY to a service school whether TDY en route or return to his or her unit of assignment. If you will be preparing a TDR via a terminal, see appendix H, in addition to this procedure, for guidance. Unless otherwise stated, appropriate codes can be found in AR 680-29.

2-44. Procedure 2-15 Action

If an individual is being attached to a unit that is not serviced by the PAS that services his or her parent unit (unit of assignment) or current unit of attachment do one of the following:

a. If the individual has a set of transfer data record cards (TDR), make the following corrections to those cards:

- (1) Enter the type transaction ATCH if the individual is to be Inter-Attached (record status code P) in card columns 73 through 76 of card #1. If the individual is being attached awaiting further disposition. (record status code M), enter the type transaction ATAD in columns 73 through 76 of card #1.

- (2) Enter your originator code in card columns 77 and 78 of card #1.

- (3) Enter the UPC of the unit of attachment in card columns 10 through 14 of card #2.

- (4) Enter the reporting date to the unit of attachment in card columns 15 through 20 of card #2.

- (5) Enter the UPC of the unit of assignment in card columns 21 through 25 of card #2.

- (6) Submit the corrected TDR cards to the servicing PAS. This will establish the individual's record on your local data base in an attached status.

b. If the individual does not have a set of TDR cards, a TDR must be manually prepared (FIDN). If the individual is an officer or warrant officer, prepare a DA Form 3807, SIDPERS Input and Control Data—Officer Transfer Data Record in accordance with the procedures outlined in paragraphs c through f. If the individual is enlisted, prepare a DA Form 3808, SIDPERS Input and Control Data—Enlisted Transfer Data Record, in accordance with paragraphs g through j. In all cases, when the TDR is prepared manually, only those data elements that are essential need be reported to establish the individual's record on the data base. These data elements are identified by an asterisk (*) and wartime data elements are identified by a W on the form. If the gaining PSC is required to prepare a FID N TDR, it should also be in total agreement with the HQDA data bases and the losing PSC's data base. The PSC will be required to submit various SIDPERS transactions necessary to complete the SPF and provide data to the HQDA data bases.

c. Note that data elements 1 through 19 are wartime data elements for officer and warrant officer personnel. Complete card #1 of the DA Form 3807 as follows:

- (1) *Item 1 (columns 1-9), social security number (SSN).* Enter the individual's SSN. This data element is essential and must be reported on all four cards in card columns 1 through 9. Although this information is entered once on the DA Form 3807, it will be keypunched into all four cards of the TDR set in columns 1 through 9.

- (2) *Item 2 (columns 10-36), name.* Enter the individual's name. Enter the full name (i.e. last name, first and middle, as much as the allotted space will allow). This data element is essential.

- (3) *Item 3 (column 37) military personnel class (MPC).* Enter O for officer personnel and W for warrant officer personnel whichever is applicable. This data element is essential.

- (4) *Item 4 (columns 38-41), grade.* Enter the three character abbreviation for the individual's grade and the one character code for the individual's grade. This data element is essential.

- (5) *Item 5 (columns 42-47), date of rank.* Enter the individual's date of rank for his current grade as year, month and day, in that order.

- (6) *Item 6 (column 48), sex.* Enter the one character code for the individual's sex. This data element is essential.

- (7) *Item 7 (column 49), race.* Enter the one character code for the individual's race/population group.

- (8) *Item 8 (column 50), service component.* Enter the one character code for the individual's service component.

- (9) *Item 9 (columns 51-55).* For officers, follow procedures in 9a and 9b; for warrant officers, follow procedures in 9c:

- (a) Columns 51-55, enter the primary skill identifier (PSSI) for the individual Officer. See AR 611-101 for appropriate SSIs. This data element is essential.

(b) Columns 54–55, enter the additional skill identifier-1 (ASI–1) for the individual Officer. See AR 611–101 for appropriate ASIs. This data element is essential.

(c) Columns 51–55, enter the Warrant Officer’s five character Primary Occupational Specialty Code (PMOS). See AR 611–112 for appropriate MOS codes. This data element is essential.

(10) *Item 10 (columns 56–57), ASI–2.* Enter the officer’s second ASI or the warrant officer’s PMOS ASI. See AR 611–101 for Officers; AR 611–112 for Warrant Officers.

(11) *Item 11 (columns 58–59), first language identity.* Enter the individual’s first language identifier. See AR 611–6 and AR 18–12–4 for appropriate codes.

(12) *Item 12 (columns 60–61), second language identity.* Enter the individual’s second language identifier. See AR 611–6 and AR 18–12–4 for appropriate codes.

(13) *Item 13 (column 62), blank.*

(14) *Item 14 (column 63), verification status social security number (VSSSN).* Enter the one character code for the VSSSN of the individual.

(15) *Item 15 (columns 64–69), physical profile.* Enter the individual’s physical profile data see AR 40–501 or guidance.

(16) *Item 16 blank.*

(17) *Item 17 (column 71), physical category.* Enter the individual’s physical category code.

(18) *Item 18 (column 72), personnel security investigation completed.* Enter the type of personnel security investigation that has been finalized on an individual.

(18.1) *Item 19 (columns 73–76), strength transaction.* If the individual is being attached awaiting further disposition, enter ATAD. If the individual is being interattached, enter ATCH. Reporting of this data element is essential to accomplish an inter-attachment.

(19) *Item 20 (columns 77–78), originator code.* Enter your two character originator code. This data element is essential and is preprinted on the DA Form 3807.

(20) *Item 21 (column 79), card number.* Enter the card number; enter the numeric 1. This data element is essential and is preprinted on the DA Form 3807.

(21) *Item 22 (column 80), format identification (FID).* Enter the FID code: enter the alphabetic N. This data element is essential and is preprinted on the DA Form 3807.

d. Complete card #2 of DA Form 3807 as follows for officer and warrant officer personnel. Note that data elements 1 through 5 are wartime data elements.

(1) *Item 2 (columns 10–14), unit processing code (UPC).* Enter the five character unit processing code of the gaining unit (i.e. the unit to which the individual is being attached).

(2) *Item 3 (columns 15–20) reporting date.* Enter the reporting date (i.e. the date that the individual reported and is attached to the unit) as year, month and day, in that order. In order to accomplish an Inter-Attachment, this data element is essential.

(3) *Item 4 (columns 21–25), unit processing code (UPC).* Enter the five character unit processing code (UPC) of the losing unit to which the individual is permanently assigned. In order to accomplish an Inter Attachment, this data element is essential.

(4) *Item 5 (columns 26–31), departure date.* Enter the date of departure as year, month and day, in that order (i.e., the date the individual departed his unit of assignment).

(5) *Item 6 (column 32), delay in separation.* Enter the appropriate delay in separation code.

(6) *Item 7 (columns 33–38), expiration of service agreement.* Enter the year, month and day of the individual’s expiration of service agreement.

(7) *Item 8 (columns 39–44), date of return from overseas.* Enter the year, month and day of the date of return from overseas.

(8) *Item 9 (columns 45–50), date eligible to return from overseas.* Enter year, month and day of the date the individual is eligible to return from overseas (DEROS).

(9) *Item 10 (columns 51–56), date of birth.* Enter the individual’s date of birth as year, month and day.

(10) *Item 11 (columns 57–62), basic active service date.* Enter the individual’s basic active service date (BASD) as year, month and day.

(11) *Item 12 (columns 63–68), pay entry basic date.* Enter the individual’s pay entry basic date (PEBD) as year, month and day.

(12) *Item 13 (columns 69–72), photograph.* Enter the year and month of the individual’s last photograph.

(13) *Item 14 (columns 73–76), armed forces reserve medal (AFRM).* Enter the year and month the individual is eligible for the AFRM.

(14) *Item 15 (column 77), service agreement.* Enter the one-character code for the individual’s service agreement.

(14.1) *Item 16 (column 78), blank.*

(15) *Item 17 (column 79), card number.* Enter the card number; enter the numeric 2. This data element is essential and is preprinted on the DA Form 3807.

(16) *Item 18 (column 80), format identification (FID).* Enter the format identification; enter the alphabetic N. This data element is essential and is preprinted on the DA Form 3807.

e. Complete card #3 of DA Form 3807 as follows for officer and warrant officer personnel. Note that card #3 is submitted only in peacetime.

(1) *Item 2 (columns 10–13), last combat tour.* Enter the year and month of the last combat tour.

(2) *Item 3 (column 14), area of last combat tour.* Enter the one character code for the area of the last combat tour.

(3) *Item 4 (columns 15–16), movement designator code.* Enter the first two characters of the movement designator code. See AR 310–10 for appropriate codes.

(4) *Item 5 (column 17), marital status.* Enter the one character code which reflects the individual's marital status.

(5) *Item 6 (columns 18–19), number of dependents.* Enter the number of dependents that the individual has. This will be entered as a two character code.

(6) *Item 7 (columns 20–21), number of accompanying command sponsored dependents on a PCS.* Enter the number of accompanying command sponsored dependents on a PCS. This will be entered as a two character code.

(7) *Item 8 (columns 22–26), special pay.* Enter the three, four, or five character code for the first category for which the individual is receiving special pay.

(8) *Item 9 (columns 27–31), special pay.* Enter the three, four, or five character code for the second category of special pay for which the individual is entitled.

(9) *Item 10 (columns 32–36), incentive pay.* Enter the three, four, or five character code for the first type of incentive pay that the individual is receiving.

(10) *Item 11 (columns 37–41), incentive pay.* Enter the three, four or five character code for the second type of incentive pay that the individual is receiving.

(11) *Item 12 (column 42), ethnic/population group.* Enter the one character code for the individual's ethnic/population group.

(12) *Item 13 (columns 43–44), religious denomination.* Enter the two character code for the individual's religious denomination.

(13) *Item 14 (column 45), privacy act disputed record.* Enter the one character code for privacy act disputed code.

(14) *Item 15 (column 46), Dual component status code.* Enter the one character dual component status code.

(15) *Item 16 (columns 47–50), dual service component grade.* Enter the three character abbreviation for the dual service component grade and the one character dual service component grade code.

(16) *Item 17 (columns 51–52), program procurement number.* Enter the two character program procurement number which is applicable to the individual. See AR 601–110 for appropriate Program Procurement Numbers (PPN).

(17) *Item 18 (column 53), citizenship status.* Enter the one character code which reflects the individual's citizenship status.

(18) *Item 19 (column 54), civilian education level.* Enter the one character code which reflects the individual's civilian education level.

(19) *Item 20 (column 55), highest military education level.* Enter the one-character code that reflects the individual's highest military education level.

(19.1) *Item 21 (columns 56–59), blank.*

(20) *Item 24 (columns 60–64), for officers follow steps (a) and (b); for warrant officers follow step (c):*

(a) *Columns 60–62, enter the alternate specialty skill identifier for the individual officer.* See AR 611–101 for appropriate SSIs.

(b) *Columns 63–64, enter the individual officer's third additional skill identifier (ASI–3).* See AR 611–101 for appropriate ASIs.

(c) *Columns 60–64, enter the warrant officer's control military occupational specialty (MOS) code.* See AR 611–112 for appropriate MOS codes for warrant officers.

(21) *Item 25 (columns 65–66) for officers follow step (a); for warrant officers follow step (b):*

(a) *Columns 65–66.* For officers, enter the officer's fourth additional skill identifier (ASI–4). See AR 611–101 for appropriate ADI codes for officers.

(b) *Columns 65–66.* For warrant officers, enter the warrant officer's secondary additional skill identifier. See AR 611–112 for appropriate ASI codes for warrant officers.

(22) *Item 26 (columns 67–68), control branch.* Enter the two-character code for the individual's control branch. This data element applies to officer personnel only.

(22.1) *Item 27 (columns 69–70), blank.*

(23) *Item 28 (columns 71–72), basic branch.* Leave the columns blank for warrant officers. For officers, enter the two-character code for the individual's basic branch. This data element applies to officer personnel only.

- (23.1) *Item 29 (columns 73–76), year and month human immunodeficiency virus (HIV) screening test last administered.* Enter the year and month HIV test was last administered.
- (23.2) *Item 29.1 (columns 77–78), blank.*
- (24) *Item 30 (column 79), card number.* Enter the card number; enter the numeric 3. This data element is preprinted on the DA Form 3807.
- (25) *Item 31 (column 80), format identification (FID).* Enter the format identification code (FID); enter the alphabetic N. This data element is already preprinted on the DA Form 3807.
- f. Complete card #4 of DA Form 3807 as follows for officer and warrant officer personnel. Note that card #3 is submitted only in peacetime.
- (1) *Item 2 (columns 10–12, active Federal service.* Enter the number of months of the individual's active Federal service (AFS).
- (2) *Item 3 (column 13), FHA insurance eligibility certificate.* Enter the one character code for the FHA insurance eligibility certificate indicator.
- (3) *Item 4 (columns 14–18), active federal commissioned service.* Enter the number of months and days of active federal commissioned service (AFCS) possessed by the individual.
- (4) *Item 5 (column 19), active federal service verification code.* Enter the alphabetic V if active federal service (AFS) has been verified. If the AFS has not been verified, leave blank.
- (5) *Item 6 (columns 20–23), permanent grade.* Enter the three character abbreviation and one character code for the permanent grade of the individual.
- (6) *Item 7 (columns 24–29), permanent date of rank.* Enter the permanent date of rank as year, month and day in that order.
- (7) *Item 8 (column 30), promotable indicator.* Enter the one-character promotable indicator.
- (7.1) *Item 9 (columns 31–36), blank.*
- (8) *Item 10 (columns 37–38), overseas assignment preference #1.* Enter the two character code for the first area of overseas assignment preference.
- (9) *Item 11 (columns 39–40), overseas assignment preference #2.* Enter the two character code for the second area of overseas assignment preference.
- (10) *Item 12 (columns 41–42), overseas assignment preference #3.* Enter the two character code for the third area of overseas assignment preference.
- (11) *Item 13 (columns 43–48), regimental affiliation.*
- (a) Enter the individual's regimental number in card columns 43–46.
- (b) Enter the individual's regimental number in card columns 47–48.
- (12) *Item 14 (columns 49–50), regimental homebase.* Enter the two character code for the individual's regimental homebase.
- (13) *Item 15 (columns 51–56), date personnel security investigation completed.* Enter the date on which the individual's personnel security status was finalized.
- (14) *Item 16 (column 57), department determined personnel security status.* Enter the one-character code for the individual's highest level of personnel security eligibility for access to classified defense information granted on a final basis.
- (15) *Item 17 (column 58), personnel security investigation initiated.* Enter the one character code that identifies the type of personnel security investigation which was started on an individual.
- (16) *Item 18 (columns 59–64), date personnel security investigation initiated.* Enter the date on which a personnel security investigation was opened by the Defense Investigation Service.
- (17) *Item 19 (columns 65), personnel reliability program assignment status.* Enter the one-character code that identifies an individual's standing relative to training and duty.
- (17.1) *Item 20 (columns 66–76), blank.*
- (18) *Item 20 (columns 77–78), number of accompanying non-command sponsored dependents on PCS.* Enter the two character number of accompanying non-command sponsored dependents on a PCS.
- (19) *Item 21 (column 79), card number.* Enter the card number; enter the numeric 4. (This data element is preprinted on the DA Form 3807.)
- (20) *Item 22 (column 80), format identification (FID).* Enter the format identification code (FID); enter the alphabetic N. (This data element is preprinted on the DA Form 3807.)
- g. Complete card #1 of the DA Form 3808 as follows for enlisted personnel who do not have TDR cards:
- (1) *Item 1 (columns 1–9), social security number (SSN).* Enter the individual's social security number (SSN). This data element appears in the first nine columns of each card. The data element is entered only once on the DA Form 3808 but will be keypunched on all four cards of the TDR set. This data element is essential.
- (2) *Item 2 (columns 10–36), name.* Enter the individual's name. Enter the full name (i.e. last name, first and middle, as much as the allotted space will allow). This data element is essential.

- (3) *Item 3 (column 37), military personnel class (MPC)*. Enter the individual's MPC; enter the alphabetic E. This data element is essential and is also preprinted on the DA Form 3808.
- (4) *Item 4 (columns 38–41), grade*. Enter the three character abbreviation and the one character grade code for the individual's grade. This data element is essential.
- (5) *Item 5 (columns 42–47), date of rank*. Enter the individual's date of rank as year, month and day in that order.
- (6) *Item 6 (column 48), sex*. Enter the one character code for the individual's sex. This data element is essential.
- (7) *Item 7 (column 49), Ethnic/population group*. Enter the one character code for the individual's ethnic/population group/race.
- (8) *Item 8 (column 50), component*. Enter the one character code for the individual's service component.
- (9) *Item 9 (columns 51–55), primary military occupational specialty*. Enter the individual's primary military occupational specialty (PMOS). See AR 611–101 for appropriate MOS codes. This data element is essential.
- (10) *Item 10 (columns 56–57), MOS additional skill identifier*. Enter the individual's PMOS additional skill identifier (ASI). See AR 611–201 for appropriate ASI codes. This data element is essential.
- (11) *Item 11 (columns 58–59), first language identity*. Enter the two character code for the individual's first language identification. See AR 611–6 and AR 18–12–4 for appropriate codes.
- (12) *Item 12 (columns 60–61), second language identity*. Enter the two character code for the individual's second language identification. See AR 611–6 and AR 18–12–4 for appropriate codes.
- (13) *Item 13, blank*.
- (14) *Item 14 (column 63), verification status of the social security number (VSSSN)*. Enter the one character code which reflects the verification status of the individual's social security number (VSSSN).
- (15) *Item 15 (columns 64–69), physical data*. Enter the individual's physical profile data. See AR 40–501 for guidance.
- (16) *Item 16 (column 70), citizenship status*. Enter the one-character code that reflects the individual's citizenship status.
- (17) *Item 17 (column 71), physical category*. Enter the individual's physical category code.
- (18) *Item 18 (column 72), personnel security investigation completed*. Enter the type of personnel security investigation which has been finalized on an individual.
- (19) *Item 19 (columns 73–76), strength transaction*. If the individual is being attached awaiting further disposition, enter ATAD. If the individual is being inter-attached, enter ATCH. Reporting of this data element is essential to accomplish an inter-attachment.
- (20) *Item 20 (columns 77–78), originator code*. Enter the two character originator code. This data element is essential.
- (21) *Item 21 (column 79), card number*. Enter the card number; enter the numeric 1. This data element is essential and is preprinted on the DA Form 3808.
- (22) *Item 22 (column 80), format identification (FID)*. Enter the format identification code; enter the alphabetic N. This data element is preprinted on the DA Form 3808.
- h. Complete card #2 of the DA Form 3808 as follows for enlisted personnel who do not have TDR cards.*
- (1) *Item 2 (columns 10–14), unit processing code (UPC)*. Enter the five character unit processing code (UPC) of the gaining unit (i.e., the unit to which the individual is being attached).
- (2) *Item 3 (columns 15–20), report date*. Enter the report date (i.e. the date that the individual reported and is attached to the unit as year, month and day in that order). In order to accomplish an Inter-Attachment, this data element is essential.
- (3) *Item 4 (columns 21–25), unit processing code (UPC)*. Enter the five character unit processing code (UPC) of the losing unit (in this case the UPC of the unit to which the individual is permanently assigned). This data element is essential in the processing of an Inter-Attachment.
- (4) *Item 5 (columns 26–31), date of departure*. Enter the date of departure as year, month and day in that order (i.e., the date the individual departed his unit of assignment).
- (5) *Item 6 (column 32), delay in separation code*. Enter the appropriate one character delay in separation code.
- (6) *Item 7 (columns 33–38), expiration of term of service*. Enter the date of expiration of term of service as year, month and day in that order.
- (7) *Item 8 (columns 39–44), date returned from overseas (DROS)*. Enter the date returned from overseas as year, month and day.
- (8) *Item 9 (columns 45–50), date eligible to return from overseas (DEROS)*. Enter the date eligible to return from overseas (DEROS) as year, month and day in that order.
- (9) *Item 10 (columns 51–56), date of birth*. Enter the individual's date of birth as year, month and day in that order.
- (10) *Item 11 (columns 57–62), basic active service date*. Enter the individual's basic active service date (BASD) as year, month and day in that order.

- (11) *Item 12 (columns 63–68), pay entry basic date.* Enter the individual's pay entry basic date (PEBD) as year, month and day in that order.
- (12) *Item 13 (columns 69–72), year and month of last photograph.* Enter the year and month of last photograph as year and month in that order.
- (13) *Item 14 (columns 73–76), armed forces reserve medal (AFRM).* Enter the year and month the individual is eligible for the armed forces reserve medal (AFRM).
- (14) *Item 15 (column 77), term of service.* Enter the one-character code for the individual's term of service.
- (14.1) *Item 16 (column 78), civilian education level.* Enter the one-character code that reflects the individual's civilian education level.
- (15) *Item 17 (column 79), card number.* Enter the card number; enter the numeric 2. This data element is essential and is preprinted on the DA Form 3808.
- (16) *Item 18 (column 80), format identification (FID).* Enter the format identification code (FID); enter the alphabetic N. This data element is essential and is preprinted in the DA Form 3808.
- i. Complete card #3 of the DA Form 3808 as follows for enlisted personnel who do not have TDR cards.
- (1) *Item 2 (columns 10–13), last combat tour.* Enter the year and month that the individual completed his/her last combat tour.
- (2) *Item 3 (column 14), area of last combat tour.* Enter the area of the individual's last combat tour.
- (3) *Item 4 (columns 15–16), movement designator code.* Enter the first two characters of the movement designator code. See AR 310–10 for appropriate codes.
- (4) *Item 5 (column 17), marital status.* Enter the one character code which reflects the individual's marital status.
- (5) *Item 6 (columns 18–19), number of dependents.* Enter the two character number of dependents possessed by the individual. This will be entered as a two character code.
- (6) *Item 7 (columns 20–21), number of accompanying command sponsored dependents on a PCS.* Enter the two character number of accompanying command sponsored dependents on a PCS. This will be entered as a two character code.
- (7) *Item 8 (columns 22–26), special pay.* Enter the two, three, or four character code for the first category of special pay that the individual is receiving.
- (8) *Item 9 (columns 27–31), special pay.* Enter the two, three or four character code for the second category of special pay that the individual is receiving.
- (9) *Item 10 (columns 32–36), incentive pay.* Enter the three, four or five character code for the first category of incentive pay to which the individual is entitled.
- (10) *Item 11 (columns 37–41), incentive pay.* Enter the three, four or five character code for the second category of incentive pay to which the individual is entitled.
- (11) *Item 12 (column 42), ethnic/population group.* Enter the one character code for the individual's ethnic/population group.
- (12) *Item 13 (columns 43–44), religious denomination.* Enter the two character code for the individual's religious denomination.
- (13) *Item 14 (column 45), privacy act disputed record.* Enter the one character code for a privacy act disputed record.
- (14) *Item 15 (column 46), dual service component status.* Enter the one character code which reflects the individual's dual service component status.
- (15) *Item 16 (columns 47–50), dual service component grade.* Enter the three character abbreviation and the one character code, in that order, which reflect the individual's dual service component grade.
- (16) *Item 17 (columns 51–52), program procurement number (PPN).* Enter the two-character program procurement number (PPN) that is applicable to the individual. See AR 601–110 for appropriate PPNs.
- (17) *Item 18 (columns 53–56), year and month human immunodeficiency virus (HIV) screening test last administered.* Enter the year and month the HIV test was last administered.
- (18) **(Rescinded.)**
- (19) **(Rescinded.)**
- (20) *Item 22 (columns 57–59), variable reenlistment bonus military occupational specialty (MOS).* Enter the three character variable reenlistment bonus MOS of the individual. See AR 611–201 for appropriate MOS codes.
- (21) *Item 23 (columns 60–65), variable reenlistment bonus date.* Enter the variable reenlistment bonus date as year, month and day in that order.
- (22) *Item 24 (columns 66–69), promotion/progression MOS.* Enter the individual's promotion/progression MOS.
- (23) *Item 25 (columns 70–73), good conduct medal suspense.* Enter the year and month the good conduct medal suspense of the individual.
- (24) *Item 26 (columns 74–77), skill qualification test.* Enter the date that the skill qualification test was administered as year and month, in that order.

- (25) *Item 27 (column 78), promotion indicator.* Enter the one character promotion indicator.
- (26) *Item 28 (column 79), card number.* Enter the card number; enter the numeric 3. This data element is essential and it is preprinted on the DA Form 3808.
- (27) *Item 29 (column 80), format identification (FID).* Enter the format identification code (FID); enter the alphabetic N. This data element is essential and it is preprinted on the DA Form 3808.
- j. Complete card #4 of the DA form 3808 as follows for enlisted personnel who do not have TDR cards.
- (1) *Item 2 (columns 10–12), general aptitude test score.* Enter the individual's general aptitude test score.
- (2) *Item 3 (column 13), FHA insurance eligibility certificate indicator.* Enter the one character FHA insurance eligibility certificate indicator as appropriate.
- (3) *Item 4 (column 14), area of current/last foreign service tour and travel status.* Enter the one character code that reflects the individual's area of current/last foreign service tour and travel status.
- (4) *Item 5 (column 15), special duty assignment pay status designator.* Enter the one character special duty assignment pay status code which applies to the individual.
- (5) *Item 6 (columns 16–20), Secondary military occupational specialty code (MOS).* Enter the individual's secondary military occupational specialty code. See AR 611–201 for appropriate codes.
- (6) *Item 7 (columns 21–22), Secondary additional skill identifier.* Enter the secondary additional skill identifier. See AR 611–201 for appropriate ASI codes.
- (7) *Item 8 (columns 23–24), CONUS area of preference.* Enter the two character code for the individual's CONUS area of preference.
- (8) *Item 9 (columns 25–28), current promotion points year and month.* Enter the four character year and month as individuals current promotion points were determined.
- (9) *Item 10 (column 29), enlistment/reenlistment bonus indicator.* Enter the one character enlistment/reenlistment bonus indicator.
- (10) *Item 11 (column 30), EER verification.* Enter the one character code for EER verification. Enter the alphabetic U or V as appropriate.
- (11) *Item 12 (columns 31–34), year and month last enlisted evaluation report.* Enter the year and month of the individual's last enlisted evaluation report.
- (12) *Item 13 (columns 35–36), eligibility for immediate enlistment/reenlistment.* Enter the two character code for reenlistment eligibility of the individual.
- (13) *Item 14 (columns 37–38), overseas assignment preference #1.* Enter the two character code which reflect the individual's first overseas assignment preference.
- (14) *Item 15 (columns 39–40), overseas assignment preference #2.* Enter the two character code which reflects the individual's second/area of overseas assignment preference.
- (15) *Item 16 (columns 41–42), overseas assignment preference #3.* Enter the two character code which reflects the individual's third area of overseas assignment preference.
- (16) *Item 17 (columns 43–48), regimental affiliation.*
- (a) Enter the individual's regimental number in card columns 43–46.
- (b) Enter the individual's regimental branch in card columns 47–48.
- (17) *Item 18 (columns 49–50), regimental homebase.* Enter the two character code for the individual's regimental homebase.
- (18) *Item 19 (columns 51–56), date personnel security investigation completed.* Enter the date on which the individual's personnel security status was finalized.
- (19) *Item 20 (column 57), department determined personnel security status.* Enter the one character code for the individual's highest level of personnel security eligibility for access to classified defense information granted on a final basis.
- (20) *Item 21 (column 58), personnel security investigation initiated.* Enter the one character code that identifies the type of personnel security investigation which was started on an individual.
- (21) *Item 22 (columns 59–64), date personnel security investigation initiated.* Enter the date on which a personnel security investigation was opened by the Defense Investigation Service.
- (22) *Item 23 (column 65), personnel reliability program assignment status.* Enter the one character code that identifies an individual's standing relative to training and duty under the nuclear weapon, chemical weapon, automatic data processing personnel reliability program.
- (23) *Item 24 (columns 66–68), promotion points, current.* Enter the three character code that indicates the sum of an individual's current administrative points and latest board points.
- (24) *Item 25 (columns 69–72), previous promotion points year and month.* Enter the four character code that indicates the year and month an individual's previous promotion points were determined.
- (25) *Item 26 (columns 73–75), promotion points, previous.* Enter the three-character code that indicates the sum of an individual's previous administrative points and previous board points.

(26) *Item 27 (column 76), NCO education.* Enter the one-character code that reflects the NCO's highest military education level.

(27) *Item 28 (columns 77–78), number of accompanying non-command sponsored dependents.* Enter the number accompanying non-command sponsored dependents on a PCS.

(28) *Item 29 (column 79), card number.* Enter the card number. Enter the numeric 4. This data element is essential and it is preprinted on the DA Form 3808.

(29) *Item 30 (column 80), format Identification (FID).* Enter the format identification (FID) code; enter the alphabetic N. This data element is essential and it is preprinted on the DA Form 3808.

k. Have the unit to which the individual is being attached submit an OSTR transaction in accordance with procedure 2–20, DA Pamphlet 600–8–1. Only one OSTR transaction will be submitted for the reporting period. (See figure 2–64.)

DISPOSITION FORM

For use of this form, see AR 340-15; the proponent agency is TAGO

REFERENCE OR OFFICE SYMBOL

ABC-DE-F

SUBJECT

Notification of Attached Personnel

TO Company A, 1st Battalion

FROM MILPO

DATE 6 January 1986

CMT 1

1st Infantry, Ft. Defense, VA

Ft. Defense, VA

CPT Kard/kth/789-1234

1. The below named individuals have been attached to your unit:

SMITH, John M., 444-55-6667, CPT

DOE, John E., 222-33-4445, CW2

LEE, Kenneth J., 333-55-8887, SFC

2. Please prepare an OSTR transaction for your next cycle to reflect the change in your attached strength.

John D. Kard

JOHN D. KARD

Captain, Infantry

Military Personnel Officer

DA FORM 2496
AUG 80

PREVIOUS EDITIONS WILL BE USED

U.S. Government Printing Office: 1983-406-662

Figure 2-64. Example of Disposition Form (DA Form 2496)

l. Forward the corrected TDR cards, as a set, or the completed DA Form 3807/3808 in accordance with paragraph 2-14 of this chapter.

2-45. Procedure 2-16 Aviation data (transaction mnemonic—AVDA) (applicable during peacetime)

The purpose of this procedure is to support the elimination of manual change reporting (DA Form 2876) for officers and warrant officers and to make changes to the officers master file.

a. Required references used in this procedure are as follows:

- (1) DA Pamphlet 600-8, procedure 5-1.
- (2) AR 600-105.

b. Source documents used in this procedure are as follows:

- (1) DA Form 4037
- (2) Orders

2-46. Procedure 2-16 Action

a. *Control data.* (Data elements used are examples.) Enter the control data in accordance with paragraph 2-7.

b. *Action data.* (Data elements are used as examples.) Enter year and month of initial aviation rating. Enter a period (.) in the next box to end this transaction. (See fig 2-65.)

7	8	0	6	.			
---	---	---	---	---	--	--	--

Figure 2-65. Example of a year and month initial aviation rating

c. *Format.* See screen format for this procedure at figure 2-66.

TRANSACTION MNEMONIC: AVDA

DATE: ----- NAME: ----- SSN: ----- ORIG: --

YEAR MONTH INITIAL AVIATION RATING: -----

ACTION: --

Figure 2-66. Example of an Aviation Data (AVDA) Transaction Screen Format

2-47. Procedure 2-17 Awards/badges (transaction mnemonic—AWDS) (applicable during peacetime)

The purpose of this procedure is to report the awards or badges an officer has received. A maximum of 16 awards and 8 badges can be reported.

a. Required references used in this procedure are as follows:

- (1) AR 672-5-1
- (2) DA Pamphlet 600-8

b. Source documents used in this procedure are as follows:

- (1) DA Form 4037
- (2) DA Form 2496

2-48. Procedure 2-17 Action

a. Control data. (Data elements used are examples.) Enter the control data in accordance with paragraph 2-7.

b. Action data. (Data elements used are examples.)

(1) *Type of change.* Enter either A for add or D for delete. This data item must be reported. Enter a slash (/) in the next box.

(2) *Military Decorations.* Do one of the following:

(a) If this data element is not reported, enter a slash (/) in the next box.

(b) If this data element is to be reported, enter the appropriate four (4) position alphanumeric code listed in AR 680-29. Enter a period (.) in the next box if no additional data items are to be entered, or enter a slash (/) if additional data items are to be entered.

(3) *Non-Military Decoration.* Do one of the following:

(a) If this data element is not to be reported, enter a slash (/) in the next box.

(b) If this data element is to be reported, enter the appropriate two (2) position alphabetic code listed in AR 680-29.

Enter a period (.) in the next box if no additional data items are to be entered, or enter a slash (/) if additional data items are to be entered.

(4) *Combat and Special Skill Badge*. Do one of the following:

(a) If this data element is not to be reported, enter a slash (/) in the box.

(b) If this data element is to be reported, enter the appropriate four (4) position alphanumeric code listed in AR 680–29. Enter a period (.) in the next box if no additional data items are to be entered, or enter a slash (/) if additional data items are to be entered.

(5) *Identification Badge*. Do one of the following:

(a) If this data element is not to be reported, enter a slash (/) in the next box.

(b) If this data element is to be reported, enter the appropriate two (2) position alphabetic code listed in AR 680–29. Enter a period (.) in the next block if no additional data items are to be entered or enter a slash (/) if additional data items are to be entered.

(6) *Foreign Awards*. Do one of the following:

(a) If this data element is not to be reported, enter a slash (/) in the next box.

(b) If this data element is to be reported, enter the appropriate two (2) position alphabetic code listed in AR 680–29. Enter a period (.) in the next box if no additional data items are to be entered or enter a slash (/) if additional data items are to be entered.

(7) *Campaign and Service Awards*. Do one of the following:

(a) If this data element is not to be reported, enter a slash (/) in the next box.

(b) If this data element is to be reported, enter the appropriate four (4) position alphanumeric code listed in AR 680–29. Enter a period (.) in the next box if no additional data items are to be entered or enter a slash (/) if additional data items are to be entered.

(8) *Unit Awards*.

(a) If this data element is not being reported, this transaction should have been ended with a period (.) after the last data element was reported. (See fig. 2–67.)

A	/	/	/	/	/	/	/	C	D	Ø	1	.
---	---	---	---	---	---	---	---	---	---	---	---	---

Figure 2–67. Example of an unit awards if data element is not being reported

(b) If this data element is to be reported, enter the appropriate four (4) position alphanumeric code listed in AR 680–29. Enter a period (.) in the next box to end this transaction. (See fig. 2–68.)

A	/	/	/	/	/	/	/	F	G	Ø	1	.
---	---	---	---	---	---	---	---	---	---	---	---	---

Figure 2–68. Example of an unit awards if data element is being reported

(c) *Format*. See screen format for this procedure at figure 2–69.

TRANSACTION MNEMONIC: AWDS

DATE: ----- NAME: ----- SSN: ----- ORIG: --

TYPE OF CHANGE: - MILITARY DECORATIONS: ----

NON-MILITARY DECORATION: -- COMBAT AND SPECIAL SKILL BADGE: ----

IDENTIFICATION BADGE: -- FOREIGN AWARDS: --

CAMPAIGN AND SERVICE AWARDS: ---- UNIT AWARDS: ----

ACTION: --

Figure 2-69. Example of an Awards/Badges (AWDS) Transaction Screen Format

2-49. Procedure 2-18 Basic date of appointment (transaction mnemonic—BDAP) (applicable during peacetime)

The purpose of this procedure is to report a change to the basic date of appointment for reserve component officers and warrant officers.

a. Required references used in this procedure are as follows:

- (1) AR 135-100
- (2) AR 135-101
- (3) DA Pamphlet 600-8, procedure 5-1.

b. Source documents used in this procedure are as follows:

- (1) DA Form 4037
- (2) DA Form 71
- (3) Appointment Letter/Orders

2-50. Procedure 2-18 Action

a. Control data. (Data elements used are examples.) Enter the control data in accordance with paragraph 2-7.

b. Action data. (Data elements used are examples.) Basic date of appointment. Get the basic date of appointment from the source documents provided by the individual. Enter that date as year, month and day in that order. Enter a period (.) in the next box to end this transaction. (See fig. 2-70.)

8	1	0	9	1	2	.
---	---	---	---	---	---	---

Figure 2-70. Example of a basic date of appointment

c. *Format.* See screen format for this procedure at figure 2-71.

TRANSACTION MNEMONIC: BDAP

DATE: _____ NAME: _____ SSN: _____ ORIG: _____

BASIC DATE OF APPOINTMENT: _____

ACTION: _____

Figure 2-71. Example of a Basic Date of Appointment (BDAP) Transaction Screen Format

2-51. Procedure 2-19 Branch (transaction mnemonic—BR) (applicable during peacetime/mobilization)

The purpose of this procedure is to report a change to a commissioned officer's basic branch and/or control branch, to update warrant officers control branch, and update the DA Form 2B, section II. A commissioned officer's control branch will normally change when the basic branch changes. Entry on the DA Form 2B, section II, reflects the OPMS control specialty designation (applicable to active duty basic branch commissioned officers only). For special branch officers and all reserve component officers not on active duty, the entry reflects the first two digits of the primary specialty skill identifier.

a. Required references used in this procedure are as follows:

(1) AR 614-100.

(2) DA Pamphlet 600-8, procedure 5-1.

b. Source document used in this procedure is the appointment letter or order.

2-52. Procedure 2-19 Action

a. *Control data.* (data elements used are examples.) Enter the control data in accordance with paragraph 2-7.
b. *Action data.* (Data elements used are examples.) There are three ways which data elements can be reported in the action data area for the transaction mnemonic BR. The process for coding these actions is described below. The slashes (/) and periods (.) shown in the titles will be reported in the transaction.

(1) *Action #1, Basic Branch/Control Branch.*

(a) Find the basic branch on the orders or other authorization document. Get the corresponding code for the basic branch from AR 680-29. Enter that two character code. Enter a slash (/) in the next box.

(b) Find the control branch on the orders or other authorization document. Get the corresponding code for that control branch from AR 680-29. Enter that two character code. Enter a period (.) in the next box to end this transaction. (See fig 2-72.)

A	G	/	A	G	.
---	---	---	---	---	---

Figure 2-72. Example of action #1, Basic Branch/Control Branch

(2) *Action #2, Basic Branch.*

(a) Find the basic branch on the orders or other authorization document. Get the corresponding code for the basic branch from AR 680-29. Enter that two character code. (See fig 2-73.) Enter a period (.) in the next box to end this transaction.

A	G	.			
---	---	---	--	--	--

Figure 2-73. Example of action #2, Basic Branch

(b) Paragraph not used.

(3) *Action #3, Control Branch.*

(a) Enter a slash (/) in the first box.

(b) Find the control branch on the orders or other authorization document. Get the corresponding code for that control branch from AR 680-29. Enter that two character code. Enter a period (.) in the next box to end this transaction. (See fig 2-74.)

/	A	G	.			
---	---	---	---	--	--	--

Figure 2-74. Example of action #3, Control Branch

(c) *Format.* See screen format for this procedure at figure 2-75.

TRANSACTION MNEMONIC: BR

DATE: _____ NAME: _____ SSN: _____ ORIG: --

BASIC BRANCH: --

CONTROL BRANCH: --

ACTION: --

Figure 2-75. Example of a Branch (BR) Transaction Screen Format

2-53. Procedure 2-20 Basic service date (transaction mnemonic—BSD) (applicable during peacetime/mobilization)
(Rescinded.)

(Rescinded.)

Figure 2-76. (Rescinded.)

(Rescinded.)

Figure 2-77. Example of a Basic Service Dated (BSD) Transaction Screen Format (Rescinded.)

2-54. Procedure 2-20 Action

(Rescinded.)

2-55. Procedure 2-21 Current duty assignment title (transaction mnemonic—CDAT) (applicable during peacetime)

a. The purpose of this procedure is to make changes to the officers master file (OMF) every time an officer's duty title or duty specialty skill identifier/military occupational specialty changes.

(1) Required references used in this procedure are as follows:

(a) DA Pamphlet 600-8, Procedures 5-1 and 9-9.

(b) AR 600-20.

(c) AR 614-100.

(d) AR 600-20.

(2) Source documents used in this procedure are as follows:

(a) DA Form 4037

(b) DA Form 2496

(c) Assignment Memorandum

b. This transaction is established to provide automated input at the field level. Upon submission of this transaction in SIDPERS, a UE transaction (see table 2-22, AR 680-5) is automatically generated and forwarded to DA which in turn will update the OMF. This transaction should be submitted simultaneously with the submission of the arrival (ARR) transaction (procedure 2-2, DA Pam 600-8-1) or a Position Number Change (POSN) transaction (Procedure 2-22, DA Pam 600-8-1) when officer's are reassigned. If required information is not known at this time, the CDAT transaction should be submitted as soon as this information is known.

2-56. Procedure 2-21 Action

a. *Control data.* (Data elements used are examples.)

(1) *Date.* Enter the effective date (date individual was assigned to current POSN or the duty title changed) as year, month, and day in that order.

(2) Complete remaining control data in accordance with paragraph 2-7.

b. *Action data.* (Data elements used are examples.)

(1) *Duty position specialty code/Duty military occupational specialty code.* Do one of the following:

(a) To report or change a duty position code for an officer, enter the three position primary duty specialty followed by the two position secondary duty specialty. Enter a slash (/) in the next box.

(b) To report or change a duty military occupational specialty code for warrant officer, enter the four position duty MOS followed by the one position special qualification identifier. Enter a slash (/) in the next box.

(2) *Duty additional skill identifier.* To report or change the duty additional skill identifier, enter the appropriate two-position code. Enter a slash (/) in the next box.

(2.1) *Duty language identity code.* To report or change the duty language identity code, enter the appropriate two-position code. Enter a slash (/) in the next box.

(3) *Current duty assignment title.* Enter the current duty assignment title. Enter up to 24 alphanumeric characters with not more than one blank space between multiword titles. Enter a period (.) in the next box to end this transaction. (See fig 2-78.)

Figure 2–78. Example of current duty assignment title

$\emptyset \quad \emptyset \quad \emptyset \quad \emptyset \quad \emptyset \quad / \quad \emptyset \quad \emptyset \quad / \quad \emptyset \quad \emptyset \quad / \quad \emptyset \quad \emptyset \quad \emptyset \quad \emptyset \quad \emptyset \quad \bullet$

Figure 2–79. Example of deletion of CDAT

TRANSACTION MNEMONIC: CDAT

DATE: ----- NAME: ----- SSN: ----- ORIG: --

DUTY POSITION SPEC CODE/DUTY MOS: ----- DUTY ASI: -- DUTY LTC: --

CURRENT DUTY ASSIGNMENT TITLE: -----

ACTION: --

Figure 2–80. Example of a Current Duty Assignment Title (CDAT) Transaction Screen Format

2-57. Procedure 2-22 U.S. citizenship status (transaction mnemonic—CITZ) (applicable during peacetime/mobilization)

The purpose of this procedure is to report a change to an individual's citizenship status.

a. Required references used in this procedure are as follows:

- (1) AR 601-210.
- (2) DA Pamphlet 600-8, procedures 5-1 and 6-4.

b. Source documents used in this procedure are as follows:

- (1) Immigration and Naturalization Service Form, Certificate of Citizenship
- (2) DA Form 4037

2-58. Procedure 2-22 Action

a. Control data. (Data elements used are examples.) Enter the control data in accordance with paragraph 2-7.

b. Action data. (Data elements used are examples.) Get the citizenship status from the appropriate source document. Find the corresponding code in AR 680-29. Enter the one character code. Enter a period (.) in the next box to end this transaction. (See fig 2-81.)

A	.			
---	---	--	--	--

Figure 2-81. Example of the citizenship status

c. Format. See screen format for this procedure at figure 2-82.

TRANSACTION MNEMONIC: CITZ

DATE: ---- NAME: ---- SSN: ---- OPIC: --

CITIZENSHIP STATUS: -

ACTION: --

Figure 2-82. Example of a US Citizenship Status (CITZ) Transaction Screen Format

2-59. Procedure 2-23 Current mailing address (transaction mnemonic—UG) (applicable during peacetime/mobilization)

- a. The purpose for this procedure is to change or correct an officer's current mailing address.
 - (1) Required reference used in this procedure is DA Pamphlet 600-8, procedure 5-1.
 - (2) Source documents used in this procedure are as follows:
 - (a) DA Form 3955
 - (b) DA Form 4037
 - (c) Individual
- b. Paragraph not used.

2-60. Procedure 2-23 Action

- a. Complete the DA Form 2632 as indicated below (card 1). Do not use period (.), comma (,), hyphen (-), or dash (-). See figure 2-83 through 2-87 for an example of completed cards.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	
8	2	Ø	7	Ø	6	E	9	8	7	5	6	4	3	2	1	K	1	M			L	9	9	2	8	7	6
28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	
R	I	V	E	R	D	A	L	E		C	O	U	R	T							A	1	2	Ø	R	Ø	
55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80		
C	K	V	I	L	E										M	D	2	D	1	Ø	1	U	Ø	W			

DA FORM 2032, 1 JAN 68

MISCELLANEOUS CODE LAYOUT FOR KEY PUNCHING

Figure 2-83. Sample Format for Card #1, UG Transaction

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	
8	2	Ø	7	Ø	6	E	9	8	7	5	6	4	3	2	1	K	1	M			L	9	9	5	4	3	2
28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	
1	6	7	8	9																							
55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80		
																							2	U	G	W	

DA FORM 2032, 1 JAN 68

MISCELLANEOUS CODE LAYOUT FOR KEY PUNCHING

Figure 2-84. Sample Format for Card #2, UG Transaction

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27
8	2	0	9	2	5	E	4	4	4	5	5	6	6	6	6	H	0		D	0	9	9	C	O		A
28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54
1	S	T		B	A	T	T	A	L	I	O	N		3	R	D		F	A						A	P
55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	
0	S	F													C	A	2	D	1	C	0	1	U	G	W	

DA FORM 2632 JAN 83 MISCELLANEOUS CODE LAYOUT FOR KEY PUNCHING

Figure 2-85. Sample Format, Card #1, with APO

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27
8	2	0	9	2	5	E	5	5	5	6	6	7	7	7	7	L	E	E		J	9	9	2	3		S
28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54
I	M	O	N		B	O	L	I	V	A	R		L	A	N	E		B	O	L	I	V	I	A		S
55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	
O	U	T	H		A	M	E	R	I	C	A					2	D	1	C	0	1	U	G	W		

DA FORM 2632 JAN 83 MISCELLANEOUS CODE LAYOUT FOR KEY PUNCHING

Figure 2-86. Sample Format, Card #1, Foreign Address

name, leave the next box blank and enter as much of the first name as possible. Get the name from the DA Form 4037 (col 17–21).

(5) *Originator code*. Enter your originator code (col 22–23).

(6) *ZIP Code*. Enter the five-position ZIP Code in the individual's address. If APO is used, enter the APO number (col 24–28).

(7) *Zip code*. Enter the last four positions of a nine (9) character zip code (Col 29–32).

(8) *Blank*. Card columns 33–76 are spaces.

(9) *Card number*. Must be numeric 2. (Col 77).

(10) *Transaction code*. Must be alpha UG (Col 78–79).

(11) *Format identifier*. Must be alpha W (Col 80).

d. Forward the completed cards in accordance with paragraph 2–14 of this chapter.

e. See screen formats for this procedure at figures 2–88 and 2–89.

```
TRANSACTION MEMORIC: "UG" FID "W" CARD "1"

DATE: _____ MPC: - SSN: _____ NAME: _____ ORIG: -
STREET ADDRESS: _____
APARTMENT NUMBER: _____
CITY: _____
STATE: -
POD: -
DESCRIPTIVE DESIGNATOR: --
TRANSACTION CODE: -
ACTION: --
```

Figure 2–88. Example of a Current Mailing Address (UG) Transaction, Card I, Screen Format

TRANSACTION MNEMONIC: "UG" FID "W" CARD "2"

DATE: ----- MPC: - SSN: ----- NAME: ----- ORIG: --

ZIP CODE: -----

ZIP CODE PLUS 4: -----

TRANSACTION CODE: --

TO PROCESS MORE TRANSACTIONS PRESS "ENTER"
 TO RETURN TO TRANSACTION ENTER "CM" ON ACTION LINE. PRESS "ENTER"

ACTION: --

Figure 2-89. Example of a Current Mailing Address (UG) Transaction, Card 2, Screen Format

2-61. Procedure 2-24 Service component (transaction mnemonic—COMP) (applicable during peacetime/mobilization/wartime)

- a. The purpose of this transaction is to report a change, or correction, to an individual's service component.
 - (1) Required references used in this procedure are as follows:
 - (a) AR 601-100.
 - (b) AR 601-210.
 - (c) AR 610-280.
 - (d) DA Pamphlet 600-8, procedure 5-1.
 - (e) AR 135-215.
 - (2) Source documents used in this transaction are as follows:
 - (a) DA Form 71.
 - (b) Orders.
 - (c) DD Form 4.
 - (d) DD Form 1966.
 - (e) DD Form 47.
- b. If reporting initial report of service component of Regular Army for an officer, use the RAPT transaction.
- c. When this transaction is submitted, a five-card JUMPS transaction is also prepared for the USAFAC master military pay file (MMPF), Ft. Ben Harrison, IN.

2-62. Procedure 2-24 Action

- a. *Control data.* (Data elements used are examples.) Enter the control data in accordance with paragraph 2-7.
- b. *Action data.* (Data elements used are examples.)

(1) *Service component*. Pertains to peacetime/mobilization/wartime. Get the service component from the appropriate source document. Find the corresponding code for service component in AR 680-29. Enter that one character code for service component. Enter a slash (/) in the next box.

(2) *Service component how acquired*. For officers/warrant officers, find the service component how acquired from the appropriate source document. Get the corresponding code for service component how acquired from AR 680-29. For enlisted personnel, the code used for service component how acquired will be the letter C.

(a) Pertains to peacetime/mobilization. If other than regular army and reporting ESA/ETS only or both ESA/ETS and service agreement/term of service, enter a slash (/) in the next box.

(b) Pertains to peacetime/mobilization. If other than regular army and only reporting service agreement/term of service, enter a slash (/) in the next two (2) boxes.

(c) Pertains to peacetime/mobilization. If reporting a regular army officer (service component code R) or if other than regular army and if both ESA/ETS and service agreement/term of service are not reported, enter a period (.) in the next box to end this transaction. (See fig 2-90.)

V	/	A	.			
---	---	---	---	--	--	--

Figure 2-90. Example of service component how acquired, peacetime/mobilization

(d) Pertains to wartime. Enter a period (.) in the next box to end this transaction. (See fig 2-91.)

R	/	R	.			
---	---	---	---	--	--	--

Figure 2-91. Example of service component how acquired, wartime

(3) *Expiration of service agreement (ESA)/Expiration of term of service (ETS)*. Pertains to peacetime/mobilization. Get the ESA/ETS date from the appropriate source document. Enter ESA date for officer/warrant officer (other than regular army) or ETS for enlisted. Enter that ESA/ETS date as year, month and day, in that order. To report an indefinite ESA enter 999999.

(a) If reporting service agreement/term of service, enter a slash (/) in the next box.

(b) If not reporting service agreement/term of service, enter a period (.) in the next box to end this transaction. (See fig 2-92.)

R	/	9	9	9	9	9	9	.
---	---	---	---	---	---	---	---	---

Figure 2-92. Example of Expiration of Service Agreement (ESA)/Expiration of Term of Service (ETS), if not reporting service agreement or term

(4) *Service agreement/term of service.* Pertains to peacetime/mobilization. Enter the service agreement for officer personnel or term of service for enlisted personnel. Get the service agreement/term from the appropriate source document. Find the corresponding code for service agreement in AR 680-29 or the code for term of service in AR 680-29. Enter that one-character code for service agreement or term of service. Enter a period (.) in the next box to end this transaction. (See fig 2-93.)

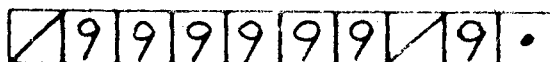


Figure 2-93. Example of service agreement/term of service

c. *Format.* See screen formats for this procedure at figures 2-94 and 2-95.

```
TRANSACTION MNEMONIC: COMP
DATE: ----- NAME: ----- SSN: ----- ORIG: ---
SERVICE COMPONENT (NEW): -
SERVICE COMPONENT HOW ACQUIRED: -
EXPIRATION OF TERM OF SERVICE ETS/ESA: -----
TERM OF SERVICE/SERVICE AGREEMENT: -
ACTION: ---
```

Figure 2-94. Example of a Service Component (COMP) Peacetime Transaction Screen Format

TRANSACTION MNEMONIC: COMP

DATE: ____ NAME: ____ SSN: ____ ORIG: ____

SERVICE COMPONENT (NEW): -

SERVICE COMPONENT HOW ACQUIRED: -

ACTION: ____

Figure 2-95. Example of a Service Component (COMP) Wartime Transaction Screen Format

2-63. Procedure 2-25 Current grade/date of rank (permanent) (transaction mnemonic—CPGD) (applicable during peacetime)

The purpose of this procedure is to report a new permanent grade/date of rank or correction to current permanent grade/date of rank for reserve component officers other than 1LT or CW2.

a. Required references used in this procedure are as follows:

- (1) AR 135-155.
- (2) DA Pamphlet 600-8, procedure 5-1.
- (3) AR 600-20.
- (4) AR 624-100.

b. Source documents used in this procedure are as follows:

- (1) Promotion or appointment letter or order.
- (2) DA Form 4037.

2-64. Procedure 2-25 Action

a. *Control data.* (Data elements used are examples.) Enter the control data in accordance with paragraph 2-7.

b. *Action data.* (Data elements used are examples.)

(1) *Current grade.* Get the current grade from source documents provided by the individual. Find the corresponding grade and data code from AR 680-29. Enter that four character grade and data code for current grade. Enter a slash (/) in the next box.

(2) *Current date of rank.* Get the current date of rank from the source documents provided by the individual. Enter the date as year, month and day in that order. Enter a period (.) in the next box to end this transaction. (See fig 2-96.)

C	0	L	B	/	8	1	1	2	0	1	.
---	---	---	---	---	---	---	---	---	---	---	---

Figure 2-96. Example of current date of rank (DOR)

c. *Format.* See screen format for this procedure at figure 2-97.

```
TRANSACTION MNEMONIC: CPGD

DATE: -----  NAME: -----  SSN: -----  ORIG: --
CURRENT GRADE (PERMANENT): ----
CURRENT DOR (PERMANENT): -----

ACTION: --
```

Figure 2-97. Example of a Current Grade/Date of Rank (Permanent) (CPGD) Transaction Screen Format

2-65. Procedure 2-26 Civilian education level (transaction mnemonic—CVED) (applicable during peacetime)

The purpose of this procedure is to report an individual's highest civilian education level based upon diplomas or other documents.

a. Required references used in this procedure are as follows:

- (1) AR 621-1.
- (2) AR 621-5.

b. Source documents used in this procedure are as follows:

- (1) DA Form 2-1
- (2) DD Form 1966/2

2-66. Procedure 2-26 Action

a. Control data. (Data elements used are examples.) Enter the control data in accordance with paragraph 2-7.

b. Action data. (Data elements used are examples.) Civilian education level. Determine the highest level of education from the appropriate source document (diploma, college letter, USAFI, etc.) submitted by the individual. Get the code for the corresponding civilian education level of the individual from AR 680-29. Enter that one character code. If code is I through V, transaction required by Procedure 2-57 should be submitted. Enter a period (.) in the next box to end this transaction. (See fig 2-98.)



Figure 2-98. Example of civilian education level

c. Format. See screen format for this procedure at figure 2-99.

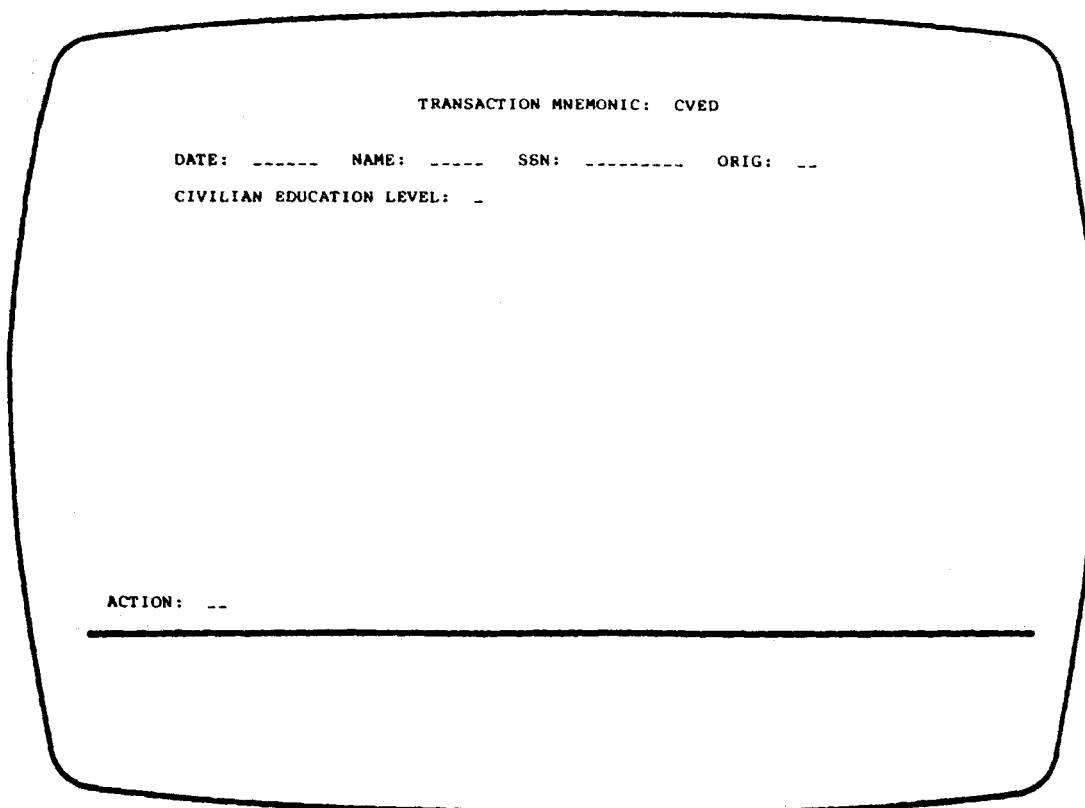


Figure 2-99. Example of a Civilian Education Level (CVED) Transaction Screen Format

2-67. Procedure 2-27 Date dependents arrived (transaction mnemonic—DDAR) (applicable during peacetime)

The purpose of this procedure is to support the elimination of manual change reporting (DA Form 2876) for officers and warrant officers and to make changes to the officer master file.

a. Required references used in this procedure are as follows:

- (1) AR 55-46.
- (2) AR 614-30.
- (3) DA Pamphlet 600-8, procedure 5-1.

b. Source documents used in this procedure are as follows:

- (1) DA Form 4037.
- (2) Reassignment orders.

2-68. Procedure 2-27 Action

a. Control data. (Data elements used are examples.) Enter the control data in accordance with paragraph 2-7.

b. Action data. (Data elements used are examples.) Date dependents arrived overseas. Enter the date as year, month and day in that order. Enter a period (.) in the next box to end this transaction. (See fig 2-100.)

7	8	ø	6	3	ø	.
---	---	---	---	---	---	---

Figure 2-100. Example of date dependents arrived overseas

c. Format. See screen format for this procedure at figure 2-101.

TRANSACTION MNEMONIC: DDAR

DATE: _____ NAME: _____ SSN: _____ ORIG: ____

DATE DEPENDENTS ARRIVED OVERSEAS: _____

ACTION: ____

Figure 2-101. Example of a Date Dependents Arrived Overseas (DDAR) Transaction Screen Format

2-69. Procedure 2-28 Date departed for overseas (transaction mnemonic—DDPO) (applicable during peacetime)

The purpose of this procedure is to support the elimination of manual change reporting (DA Form 2876) for officers and warrant officers and to make changes to the officer master file.

a. Required references used in this procedure are as follows:

- (1) DA Pamphlet 600-8, procedure 5-1.
- (2) AR 614-30.

b. Source documents used in this procedure are as follows:

- (1) DA Form 4037.
- (2) Reassignment orders.

2-70. Procedure 2-28 Action

a. Control data. (Data elements used are examples.) Enter the control data in accordance with paragraph 2-7.

b. Action data. (Data elements used are examples). Date departed for overseas. Enter four character code for year and month. Enter a period (.) in the next box to end this transaction (See fig 2-102.)

7	8	0	6	.
---	---	---	---	---

Figure 2-102. Example of DDPO Transaction

c. *Format.* See screen format for this procedure at figure 2-103.

TRANSACTION MNEMONIC: DDPO

DATE: ----- NAME: ----- SSN: ----- ORIG: --

DATE OFFICER DEPARTED FOR OVERSEAS: ----

ACTION: --

Figure 2-103. Example of a Date Departed for Overseas (DDPO) Transaction Screen Format

2-71. Procedure 2-29 Dependency data (transaction mnemonic—DEPD) (applicable during peacetime)

The purpose of this procedure is to support the elimination of manual change reporting (DA Form 2876) for officers and warrant officers and to make changes to the officer master file.

a. Required references used in this procedure are as follows:

- (1) Department of Defense pay manual.
- (2) DA Pamphlet 600-8, procedure 5-1.

b. Source documents used in this procedure are as follows:

- (1) DA Form 4037.
- (2) DD Form 93.
- (3) DD Form 1172.

2-72. Procedure 2-29 Action

a. *Control data.* (Data elements used are examples.) Enter the control data in accordance with paragraph 2-7.

b. *Action data.* (Data elements used are examples.)

(1) *Number of dependent children.* Enter the two character numeric code in the range of 00-99. Enter a slash (/) in the next box.

(2) *Number of dependent adults.* Enter the two character numeric code in the range of 00-99.

(a) If reporting or changing spouse's country of citizenship or country or state of birth, enter a slash (/) in the next box. Both country of citizenship and country or state of birth must be reported.

(b) If no change is made to spouse's country of citizenship or country or state of birth or the number of dependent adults reported is 00, enter a period (.) to end this transaction. (See fig 2-104.)

5	/	3	.			
---	---	---	---	--	--	--

Figure 2-104. Example of number of dependent adults

(3) *Country of citizenship (spouse).* Enter two-character code as listed in AR 680-29. Enter a slash (/) in the next box.

(4) *Country or State of birth (spouse).* Enter two-character numeric State code as listed in appendix B, AR 680-29, or two-character alpha country code as listed in appendix C, AR 680-29. Enter a period (.) in the next box to end this transaction. (See fig 2-105.)

05	/	03	/	US	/	36	.
----	---	----	---	----	---	----	---

Figure 2-105. Example of country or state of birth (spouse)

c. *Format.* See screen format for this procedure at figure 2-106.

TRANSACTION MNEMONIC: DEPD

DATE: ----- NAME: ----- SSN: ----- ORIG: --

NUMBER OF DEPENDENT CHILDREN: --

NUMBER OF DEPENDENT ADULTS: --

COUNTRY OF CITIZENSHIP (SPOUSE): --

COUNTRY OR STATE OF BIRTH (SPOUSE): --

ACTION: --

Figure 2-106. Example of a Dependency Data (DEPD) Transportation Screen Format

2-73. Procedure 2-30 Number of dependents (transaction mnemonic—DEPN) (applicable during peacetime/mobilization)

a. The purpose of this procedure is to report number of dependents, number of accompanying command-sponsored dependents, number of accompanying non-command-sponsored dependents and/or the year and month of arrival of the authorized dependents for an individual assigned overseas.

- (1) Required reference used in this procedure is the Department of Defense pay manual.
- (2) Source documents used in this procedure are as follows:
 - (a) Reassignment orders.
 - (b) DD Form 93.
 - (c) Supporting Documents (Birth Certificate, Marriage Certificate, etc., furnished by the individual)
 - (d) DD Form 1172

b. The number of accompanying command sponsored dependents plus the number of accompanying non-command sponsored dependents cannot exceed the number of dependents. In order for this transaction to process, one of the following data elements must be reported: number of dependents, number of accompanying command sponsored dependents or the number of accompanying non-command sponsored dependents.

2-74. Procedures 2-30 Action

a. Control data. (Data elements used are examples.) Enter the control data in accordance with paragraph 2-7.

b. Action data. (Data elements used are examples.) One of these data elements (1) through (4) must be reported in order for the transaction to process correctly.

- (1) *Number of dependents.*
 - (a) If this data element is to be reported, then get the number of dependents from the supporting documents

furnished by the individual. Enter that two character code for the number of dependents. Enter a slash (/) in the next box.

(b) If this data element is not to be reported, enter a slash (/) in the first box.

(2) *Number of accompanying command sponsored dependents on PCS.*

(a) If this data element is to be reported, get the number of accompanying command sponsored dependents on PCS from the supporting documents of the individual. Enter that two character number of accompanying command sponsored dependents. Enter a slash (/) in the next box.

(b) If this data element is not to be reported, enter a slash (/) in the next box

(3) *Number of accompanying non-command sponsored dependents on PCS.*

(a) If this data element is to be reported, get the number of accompanying non-command sponsored dependents on PCS from the supporting documents of the individual. Enter that two character number of accompanying non-command sponsored dependents. Enter a slash (/) in the next box.

(b) If this data element is not to be reported, enter a slash (/) in the next box.

(4) *Year and month of arrival of authorized dependents.*

(a) If this data element is to be reported, get the year and month of arrival of the authorized dependents from the supporting documents furnished by the individual. Enter the year and month of arrival as year and month in that order. Enter a period (.) in the next box to end this transaction. (See fig 2-107.)

Ø	7	/	Ø	4	/	Ø	3	/	8	2	Ø	5	.
---	---	---	---	---	---	---	---	---	---	---	---	---	---

Figure 2-107. Example of year and month of arrival of authorized dependents, if data element is to be reported

(b) If this data element is not to be reported, this transaction should have been ended with a period (.) after the last data element that was reported. (See fig 2-108.)

Ø	7	/	Ø	4	/	Ø	3	.
---	---	---	---	---	---	---	---	---

Figure 2-108. Example of year and month of arrival of authorized dependents, if data element is not to be reported

c. *Format.* See screen format for this procedure at figure 2-109.

Figure 2–109. Example of a Number of Dependents (DEPN) Transaction Screen Format

a. The purpose of this procedure is to report the date an individual is eligible to return from overseas tour (DERO). If it is desired to simultaneously update the anticipated date of loss, this may be accomplished by entering the date option code B in the DERO transaction.

- (c) DA Form 4037

(a) If an individual is assigned overseas (includes non-CONUS resident not serving in his non-CONUS area of

residence) and item 14, DA Form 2A or 2B is blank, find item 5, overseas service, on DA Form 2-1. Based upon the overseas area, whether an accompanied or unaccompanied tour, and the date of departure for overseas, compute the individual's DEROS. Enter that six character date as year, month and day in that order. If additional data element is not to be reported, enter a period (.) in the next box to end this transaction. (See fig 2-110.)

7	5	ø	2	ø	8	.
---	---	---	---	---	---	---

Figure 2-110. Example of an individual assigned overseas (includes non-CONUS resident not serving in his non-CONUS area of residence)

(b) If individual is a non-CONUS resident serving in his or her non-CONUS area of residence and item 14, section IV, DA Form 2 (A-B), is not blank, and individual has never served overseas, enter øøøøøø. If item 14, section IV, DA Form 2 (A-B), is not the individual's DROS, submit the DROS transaction, procedure 2-37. Enter a period (.) in the next box to end this transaction. (See fig 2-111.)

ø	ø	ø	ø	ø	ø	.
---	---	---	---	---	---	---

Figure 2-111. Example of non-CONUS resident serving in his or her non-CONUS area of residence

(c) If individual is a general officer or other personnel so designated having an indefinite DEROS, enter 999999. Enter a period (.) in the next box to end this transaction. (See fig 2-112.)

9	9	9	9	9	9	.
---	---	---	---	---	---	---

Figure 2-112. Example of an indefinite DEROS

(2) *Date option code.* If date option code is to be reported, enter a B in the next box to update the DEROS and DLOS fields on the SPF. Date option code B cannot be input with indefinite DEROS. Enter a period (.) to end this transaction. (See fig 2-113.)

7	5	ø	2	ø	8	/	B	.
---	---	---	---	---	---	---	---	---

Figure 2-113. Example of a date option code

c. *Format.* See screen format for this procedure at figure 2-114.

```
TRANSACTION MNEMONIC: DERO

DATE: ----- NAME: ----- SSN: ----- ORIG: --
DEROS: -----
DATE OPTION CODE: -

ACTION: --
```

Figure 2-114. Example of a Date Eligible to Return From Overseas (DERO) Transaction Screen Format

2-77. Procedure 2-32 Dropped from the rolls (transaction mnemonics—DFR) (applicable during peacetime/mobilization/wartime)

a. The purpose of this transaction is to report an individual dropped from the rolls of an organization.

(1) Required references used in this procedure are as follows:

(a) AR 630-10.

(b) AR 680-1.

(c) DA Pamphlet 600-8, procedure 9-8.

(2) Source documents used in this procedure are as follows:

(a) AAC-C40

(b) Orders

(c) Unit Commander

(d) DA Form 4187

b. Discussion pertaining to this procedure is as follows:

(1) This procedure pertains to all personnel. In order for the DFR transaction to process, the individual's duty status must be based upon the following reasons:

(a) DFR as a Deserter—duty status must be AWL.

(b) DFR as a Military Prisoner—duty status must be PDY or CMA.

(c) DFR as Missing or Captured—duty status must be CAP, MIA or INT.

(d) DFR to enter the US Military Academy (USMA) or other service academy—duty status must be PDY.

(e) DFR—(Individual was erroneously reported as revocation of dropped from the rolls (RDFR) as a deserter)—duty status must be other than AWL.

(2) Paragraph not used.

2-78. Procedure 2-32 Action

a. *Control data.* (Data elements used are examples.)

(1) Date. Enter the effective date of dropped from the rolls as year, month and day in that order.

(2) Complete remaining control data in accordance with paragraph 2-7.

b. *Action data.* (Data elements used are examples.)

(1) *Transaction change number (TCN).* Enter the appropriate three-character TCN. See AR 680-29 for transaction change numbers and their definitions. Enter a slash (/) in the next box.

(2) *Unit processing code (UPC).* Get your UPC from the LOI published by your local PAS. Enter that five-character UPC. Enter a period (.) in the next box to end this transaction. (See fig 2-115.)

9	5	0	/	1	E	8	A	A	.
---	---	---	---	---	---	---	---	---	---

Figure 2-115. Example of a unit processing code (UPC)

(3) *Notification.* Notify the unit responsible for the individual to submit an OSTR transaction, procedure 2-20-DA Pamphlet 600-8-1. Only one OSTR transaction may be submitted for the reporting period.

c. *Format.* See screen format for this procedure at figure 2-116.

TRANSACTION MNEMONIC: DFR

DATE: ----- NAME: ----- SSN: ----- ORIG: --

TCN: ---

UPC: -----

ACTION: --

Figure 2-116. Example of a Dropped From the Rolls (DFR) Transaction Screen Format

2-79. Procedure 2-33 Defense language aptitude (transaction mnemonic—DLAB) (applicable during peacetime)

The purpose of this procedure is to report the defense language aptitude battery score.

a. Required references used in this procedure are as follows:

- (1) AR 611-6.
- (2) DA Pamphlet 600-8, procedures 3-26 and 5-1.

b. Source documents used in this procedure are as follows:

- (1) DA Form 2-1.
- (2) DA Form 4037.
- (3) DA Form 2496.

2-80. Procedure 2-33 Action

a. *Control data.* (Data elements used are examples.) Enter the control data in accordance with paragraph 2-7.

b. *Action data.* (Data elements used are examples.) Defense language aptitude battery score. Get the test score from the source document. Enter that three character score. (If the score is 99 or less, a zero (0) will be entered as the first character of the score. e.g., 092). Scores must be in the range 012 through 164. Enter a period (.) in the next box to end this transaction. (See fig 2-117.)

1	5	0	.			
---	---	---	---	--	--	--

Figure 2-117. Example of a defense language aptitude test battery

c. *Format.* See screen format for this procedure at figure 2-118.

TRANSACTION MNEMONIC: DLAB

DATE: ----- NAME: ----- SSN: ----- ORIG: --

DEFENSE LANGUAGE APTITUDE TEST BATTERY: ---

ACTION: --

Figure 2-118. Example of a Defense Language Aptitude Battery (DLAB) Transaction Screen Format

2-81. Procedure 2-34 Anticipated date of loss (transaction mnemonic—DLOS) (applicable during peacetime/mobilization)

a. The purpose of this procedure is to report or cancel the date an individual is expected to depart (PCS) his/her correct unit of assignment when this departure will create a position vacancy.

(1) Required references used in this procedure are as follows:

- (a) AR 614-30.
- (b) AR 614-10.
- (c) AR 614-200.
- (d) DA Pamphlet 600-8, procedures 3-1 and 4-14.
- (e) DA Pamphlet 600-8-10.
- (f) DA Pamphlet 600-8-11.

(2) Source documents used in this procedure are as follows:

- (a) Assignment instructions.

- (b) DA QMP Letter.
- (c) DA Form 2339.
- (d) Retirement letter.

b. This transaction pertains to all personnel. Submission of this transaction will identify a projected position vacancy created by this loss which will be reflected in the C19 and C33 reports for enlisted and the C21 report for officer and warrant officers.

2-82. Procedure 2-34 Action

a. *Control data.* (Data elements used are examples.) Enter the control data in accordance with paragraph 2-7.

b. *Action data.* (Data elements used are examples.)

(1) *Anticipated date of loss.* Do one of the following:

(a) To report or change the anticipated date of loss, determine the date the individual is expected to depart his/her current unit of assignment from the source documents. Enter the date as year, month and day, in that order. Enter a slash (/) in the next box.

(b) To cancel a previously reported date of loss or request a deletion, enter 000000 Enter a slash (/) in the next box.

(2) *Reason code.* Do one of the following:

(a) If requesting a deletion enter the appropriate code from Table 4-1-1, Section II, DA Pamphlet 600-8-10. Enter a period (.) in the next box to end this transaction. (See fig 2-119.)

0	0	0	0	0	0	/	E	K	.
---	---	---	---	---	---	---	---	---	---

Figure 2-119. Example of requesting a deletion in the reason code

(b) To cancel a previously reported date of loss, enter XX (see paragraph 2-5, DA Pamphlet 600-8-10 for explanation) and enter a period (.) in the next box to end this transaction. Six zeros and reason code XX should only be used to cancel a previously reported erroneous anticipated date of loss, not to change/correct it. As a result of the cancellation, the anticipated date of loss on the SPF will be posted with blanks (spaces) and a DL transaction will be forwarded to HQDA with zeros as the anticipated date of loss. Six zeros with a reason code other than XX is a request for deletion of an assignment which must be approved by MILPERCEN or other appropriate authority (See fig 2-120).

0	0	0	0	0	0	/	X	X	.
---	---	---	---	---	---	---	---	---	---

Figure 2-120. Example of canceling a previously reported date of loss

(c) If reporting an anticipated date of loss, enter the code XX. Enter a period (.) in the next box. (See fig 2-121.)

8	2	1	2	1	7	/	X	X	.
---	---	---	---	---	---	---	---	---	---

Figure 2-121. Example of reporting an anticipated date of loss

(d) If requesting a deferment, enter the appropriate code from Table 4-1-1, Section III, DA Pamphlet 600-8-10. Enter a slash (/) in the next box.

(3) *Requested new arrival month.* If the DLOS transaction is being prepared to request a deferment with an earlier or later arrival month, enter the requested new arrival month. Enter a period (.) in the next box to end this transaction. (See fig 2-122.)

8	2	1	2	1	7	/	C	R	/	0	9	.
---	---	---	---	---	---	---	---	---	---	---	---	---

Figure 2-122. Example of a requested new arrival month

c. *Format.* See screen format for this procedure at figure 2-123.

TRANSACTION MNEMONIC: DLOS			
DATE: -----	NAME: -----	SSN: -----	ORIG: --
ANTICIPATED DATE OF LOSS: -----			
REASON CODE: --			
REQUESTED NEW ARRIVAL MONTH: --			
ACTION: --			

Figure 2-123. Example of an Anticipated Date of Loss (DLOS) Transaction Screen Format

2-83. Procedure 2-35 Date of birth (transaction mnemonic—DOB) (applicable during peacetime/mobilization)

a. The purpose of this transaction is to report an individual's date of birth, country/state of birth and country of citizenship.

(1) Required references used in this procedure are as follows:

(a) AR 600-2.

(b) DA Pamphlet 600-8, procedures 5-1 and 9-5.

(2) Source documents used in this procedure are as follows:

(a) Birth Certificate.

(b) DD Form 4.

(c) DA Form 4187.

b. This procedure pertains to all personnel, with the exception of country/state of birth and country of citizenship (officers/warrant officers only).

2-84. Procedure 2-35 Action

a. *Control data.* (Date elements used are examples.) Enter the control data in accordance with paragraph 2-7.

b. *Action data.* (Data elements used are examples.)

(1) *Example 1, date of birth, country/State of birth (individual), country of citizenship (individual).*

(a) *Date of birth.* Get the date from the birth certificate or other source documents as specified in AR 600-2. If the individual is enlisted, enter the six-character date as year, month, and day, in that order. Then enter a period (.) in the next box. (See fig 2-124.) If the individual is an officer or warrant officer, this data element may or may not be reported. If reported, enter that six-character date as year, month, and day, in that order, and enter a slash (/) in the next box.

4	3	ø	5	2	4	.
---	---	---	---	---	---	---

Figure 2-124. Example of date of birth, Example 1

(c) *Country of citizenship.* Get the two character code for country of citizenship (individual) from Appendix C, AR 680-29. Enter that two character code. Enter a period (.) in the next box to end this transaction. (See fig 2-125.)

4	3	ø	5	2	4	/	ø	9	/	U	S	.
---	---	---	---	---	---	---	---	---	---	---	---	---

Figure 2-125. Example of country of citizenship, Example 1

(2) *Example 2. Country/state of birth (individual), country of citizenship (individual).*

(a) *First box.* Enter a slash (/).

(b) *Country/state of birth.* Get the two character code for country/state of birth from either Appendix B or C, AR 680-29. Enter that two character code. Enter a slash (/) in the next box.

(c) *Country of citizenship.* Get the two character code for country of citizenship (individual) from Appendix C, AR 680-29. Enter that two character code. Enter a period (.) in the next box to end this transaction. (See fig. 2-126.)

/	0	9	/	U	S	.
---	---	---	---	---	---	---

Figure 2-126. Example of country of citizenship, Example 2

(3) *Example 3. Country of citizenship (individual).*

(a) *First two boxes.* Enter a slash (/).

(b) *Country of citizenship (individual).* Get the two character code for country of citizenship from Appendix C, AR 680-29. Enter that two character code. Enter a period (.) in the next box to end this transaction. (See fig. 2-127.)

/	/	U	S	.			
---	---	---	---	---	--	--	--

Figure 2-127. Example of country of citizenship, Example 3

(4) *Example 4. Date of birth, country of citizenship (individual).*

(a) *Date of birth.* Get the date of birth from the birth certificate or other supporting documents. Enter that six character date as year, month and day in that order. Enter a slash (/) in the next two boxes.

(b) *Country of citizenship (individual).* Get the two character code for country of citizenship (individual) from Appendix C, AR 680-29. Enter that two character code. Enter a period (.) in the next box to end this transaction. (See fig 2-128.)

4	3	0	5	2	4	/	/	U	S	.
---	---	---	---	---	---	---	---	---	---	---

Figure 2-128. Example of country of citizenship, Example 4

(5) *Example 5. Date of birth, country/state of birth (individual).*

(a) *Date of birth.* Get the date of birth from the birth certificate or other supporting documents. Enter that six character date as year, month and day in that order. Enter a slash (/) in the next box.

(b) *Country/state of birth (individual).* Get the two character code for country/state of birth (individual) from either Appendix B or C, AR 680-29. Enter the two character code. Enter a period in the next box to end this transaction. (See fig 2-129.)

4	3	0	5	2	4	/	0	9	.
---	---	---	---	---	---	---	---	---	---

Figure 2-129. Example of country/state of birth, Example 5

(6) *Example 6, Date of birth.* Get the date of birth from the birth certificate or other supporting documents. Enter that six character date as year, month and day in that order. Enter a period (.) in the next box to end this transaction. (See fig 2-130).

4	3	0	5	2	4	.
---	---	---	---	---	---	---

Figure 2-130. Example of date of birth, Example 6

(7) *Example 7. Country/state of birth (individual).*

(a) *First box.* Enter a slash (/).

(b) *Country/state of birth (individual).* Get the two character code for country/state of birth (individual) from appendix B or C, AR 680-29. Enter that two character code. Enter a period in the next box to end this transaction. (See fig 2-131.)

/	0	9	.			
---	---	---	---	--	--	--

Figure 2-131. Example of country/state of birth, Example 7

c. *Format.* See screen format for this procedure at figure 2-132.

```

TRANSACTION MNEMONIC: DOB

DATE: --- NAME: --- SSN: --- ORIG: ---

DATE OF BIRTH: ---

COUNTRY/STATE OF BIRTH (INDIVIDUAL): ---

COUNTRY OF CITIZENSHIP (INDIVIDUAL): ---

ACTION: ---

```

Figure 2-132. Example of a Date of Birth (DOB) Transaction Screen Format

2-85. Procedure 2-36 Date of rank (transaction mnemonic—DOR) (applicable during peacetime/mobilization/wartime)

- a. The purpose of this procedure is to report an individual's date of rank when promoted or reduced while intransit.
 - (1) Required references used in this procedure are as follows:
 - (a) AR 600-20.
 - (b) AR 600-200.
 - (c) AR 624-100.
 - (2) Source documents used in this procedure are as follows:
 - (a) DA Form 4187.
 - (b) Promotion/Reduction orders.
 - (c) AAC-CO1.
- b. The grade abbreviation in the action data area of the SIDPERS input form must equal the grade on the SIDPERS Personnel File (SPF).

2-86. Procedure 2-36 Action

- a. *Control data.* (Data elements used are examples.) Enter the control data in accordance with paragraph 2-7.
- b. *Action data.* (Data elements used are examples.)
 - (1) *Grade abbreviation.* Get the grade abbreviation from the appropriate source document. Check AR 680-29 for correct code. Enter that three character code. Enter a slash (/) in the next box.
 - (2) *Date of rank.* Get the date of rank from the date of rank lead line on the orders. If the response to that line in NA, use the date of the order. Enter that six character date as year, month and day in that order. Enter a period (.) in the next box to end this transaction. (See fig 2-133.)

S	G	T	/	7	4	0	6	3	0	.
---	---	---	---	---	---	---	---	---	---	---

Figure 2-133. Example of date of rank (DOR)

c. *Format.* See screen format for this procedure at figure 2-134.

TRANSACTION MNEMONIC: DOR

DATE: --- NAME: --- SSN: --- ORIG: ---

GRADE ABBREVIATION: ---

DOR: ---

ACTION: ---

Figure 2-134. Example of a Date of Rank (DOR) Transaction Screen Format

2-87. Procedure 2-37 Date returned from overseas (transaction mnemonic—DROS) (applicable during peacetime/mobilization)

a. The purpose of this procedure is to report the date an individual returned from overseas.

(1) Required references used in this procedure are as follows:

(a) AR 614-30.

(b) DA Pamphlet 600-8, procedure 5-1.

(2) Source documents used in this procedure are as follows:

(a) DA Form 2-1.

(b) DA Form 4037.

b. DROS terminates on the date an individual arrives at a CONUS port or area of residence port from overseas service, that day being counted as overseas service. DROS does not include recorded time lost while assigned to an overseas command or periods of leave taken while en route to, from, or between overseas commands or periods of leave

taken by non-CONUS residents in their area of residence when taken en route to, from, or between overseas commands. As an exception, leave taken by individuals in connection with voluntary or involuntary intratheater transfer where proration of tour is applicable will be credited towards completion of the overseas tour (AR 614-30).

2-88. Procedure 2-37 Action

- a. Control data.* (Data elements used are examples.) Enter the control data in accordance with paragraph 2-7.
- b. Action data.* (Data elements used are examples.) Date returned from overseas (DROS). Enter the DROS or NO or submit the AFST transaction (procedure 2-10) based upon the following conditions:
- (1) Find the date last returned from overseas on DA Form 2-1.
 - (a) If an officer with no previous overseas service, go to (2) below.
 - (b) If an enlisted individual with no previous overseas service, go to (3) below.
 - (c) If DROS is present, enter that six character data as year, month and day in that order. Enter a period (.) in the next box to end this transaction. (See fig. 2-135.)

8	0	0	6	1	7	.
---	---	---	---	---	---	---

Figure 2-135. Example of date last returned from overseas (DROS), if DROS is present

- (2) Enter NO for officers with no previous overseas service. Enter a period (.) in the next box to end this transaction. (See fig. 2-136.)

N	O	.			
---	---	---	--	--	--

Figure 2-136. Example of date last returned from overseas (DROS), if officers has no previous overseas service

- (3) For enlisted personnel with no previous overseas service, submit the AFST transaction, Procedure 2-10.
- c. Format.* See screen format for this procedure at figure 2-137.

TRANSACTION MNEMONIC: DROS

DATE: _____
NAME: _____
SSN: _____
ORIG: --

DROS: _____

ACTION: --

Figure 2-137. Example of a Date Returned From Overseas (DROS) Transaction Screen Format

2-89. Procedure 2-38 Dual service component status and grade (transaction mnemonic—DSCS) (applicable during peacetime)

a. The purpose of this procedure is to report a change in an individual's component and/or grade in a component other than the one which the individual is currently serving in on active duty as a result of:

- (1) Initial appointment or commission.
- (2) Promotion.
- (3) Termination of dual service component.
- (4) Required references used in this procedure is AR 600-39.
- (5) Source document used in this procedure is the letter of appointment.

b. An individual may hold status in two different components at the same time; e.g., RA warrant officer and U.S. Army Reserve commissioned officer. However, two statuses in the same component cannot be held at the same time, e.g., USAR commissioned and warrant officer. This procedure pertains to warrant officer and enlisted personnel.

c. When this transaction is submitted, a five-card JUMPS transaction is also prepared for the USAFAC master military pay file (MMPF) Ft. Ben Harrison, IN.

2-90. Procedure 2-38 Action

a. Control data. (Data elements used are examples.) Enter the control data in accordance with paragraph 2-7.

b. Action data. (Data elements used are examples.)

(1) *Dual service component.* Get the dual service component from the source documents. Check AR 680-29 for the correct dual service component code. Enter that one character code. Enter a period (.) or a slash (/) in the next box based upon the following conditions:

(a) If reporting dual service component only, enter a period (.) in the next box to end this transaction. (See fig. 2-138.)

W	.			
---	---	--	--	--

Figure 2-138. Example of reporting dual service component only

(b) If reporting dual service component and grade change, enter a slash (/) in the next box.

(c) If terminating dual service component and grade enter a Z. The dual service component and the grade will be blanked. Enter a period (.) in the next box. (See fig. 2-139.)

Z	.			
---	---	--	--	--

Figure 2-139. Example of terminating dual service component and grade

(2) Dual service grade abbreviation. Get the grade from the source documents. Check AR 680-29, for the correct grade abbreviation and enter that three character abbreviation. Enter a period (.) in the next box to end this transaction. (See fig. 2-140.)

W	/	C	W	2	.
---	---	---	---	---	---

Figure 2-140. Example of a dual service grade abbreviation

c. *Format.* See screen format for this procedure at figure 2-141.

TRANSACTION MNEMONIC: DSCS

DATE: _____ NAME: _____ SSN: _____ ORIG: _____

NEW DUAL SERVICE COMP STATUS: -

DUAL-SVC-COMP GRADE ABBR: _____

ACTION: _____

Figure 2-141. Example of a Dual Service component Status and Grade (DSCS) Transaction Screen Format

2-91. Procedure 2-39 Delay in separation (transaction mnemonic—DSEP) (applicable during peacetime)

a. The purpose of this procedure is to report a delay in separation of an individual.

(1) Required references used in this procedure are as follows:

- (a) AR 600-31
- (b) AR 635-100
- (c) AR 635-200
- (d) DA Pamphlet 600-8-11

(2) Source documents used in this procedure are as follows:

- (a) DA Form 268
- (b) Affidavit for medical/dental care.

b. Only a delay in separation due to a confinement (code C) can be submitted more than 30 days prior to an individual's ETS/ESA. All other reasons for a delay in separation must be reported 30 days or less, prior to an individual's ETS/ESA.

2-92. Procedure 2-39 Action

a. *Control data.* (Data elements used are examples.) Enter the control data in accordance with paragraph 2-7.

b. *Action data.* (Data elements used are examples.) Delay-in-separation code. Determine the reason for the delay in separation from the source documents. Get the delay-in-separation code that applies to the source document, from AR 680-29. Enter that one character code. Enter a period (.) in the next box to end this transaction. (See fig. 2-142).



Figure 2-142. Example of delay-in-separation code

c. *Format.* See screen format for this procedure at figure 2-143.

```
TRANSACTION MNEMONIC: DSEP
DATE: _____ NAME: _____ SSN: _____ ORIG: ____
DELAY IN SEPARATION CODE: -
ACTION: ____
```

Figure 2-143. Example of a Delay in Separation (DSEP) Transaction Screen Format

2-93. Procedure 2-40 Ethnic group designation (transaction mnemonic—EGD) (applicable during peacetime)

The purpose of this procedure is to report an individual's ethnic group designation or to correct an existing ethnic group designation.

- a. Required reference used in this procedure is AR 640-2-1.
- b. Source used in this procedure is the individual.

2-94. Procedure 2-40 Action

- a. *Control data.* (Data elements used are examples.) Enter the control data in accordance with paragraph 2-7.
- b. *Action data.* (Data elements used are examples.) Ethnic group designation. Get the correct one character code for appropriate ethnic group designation from AR 680-29. Enter that one character code. Enter a period (.) in the next box to end this transaction. (See fig. 2-144).



Figure 2-144. Example of ethnic group designation

c. *Format.* See screen format for this procedure at figure 2-145.

```
TRANSACTION MNEMONIC: EGD

DATE: ----- NAME: ----- SSN: ----- ORIG: --
ETHNIC GROUP DESIGNATION: -

ACTION: --
```

Figure 2-145. Example of an Ethnic group Designation (EGD) Transaction Screen Format

2-95. Procedure 2-41 Date of entry on active duty in current tour (transaction mnemonic—EDAT) (applicable during peacetime)

The purpose of this procedure is to provide an update to the date of entry active duty and the home of record entry active duty on the Officer Master File. This procedure pertains to officers and warrant officers.

a. Required references used in this procedure are as follows:

- (1) DA Pamphlet 600-8, procedure 5-1.
- (2) Joint Travel Regulation, Volume I.

b. Source documents used in this procedure are as follows:

- (1) DA Form 4037.
- (2) Active Army orders.

2-96. Procedure 2-41 Action

a. *Control data.* (Data elements used are examples.) Enter the control data in accordance with paragraph 2-7.

b. *Action data.* (Data elements used are examples.)

(1) *Date of entry on active duty.* Enter the date of entry on active duty as the year, month, and day, in that order. Enter a slash (/) in the next box.

(2) *Home of record entry active duty.* Enter the two-digit number code for the home of record entry on active duty from appendix B, AR 680-29, if location is one of the 50 States or the District of Columbia. If location is a foreign country, enter the two-character alpha code from appendix C, AR 680-29. Enter a period (.) in the next box to end this transaction. (See fig 2-146.)

8	2	0	1	0	4	/	K	S	.
---	---	---	---	---	---	---	---	---	---

Figure 2-146. Example of home of record entry on active duty

c. *Format.* See screen format for this procedure at figure 2-147.

TRANSACTION MNEMONIC: EDAT			
DATE: -----	NAME: -----	SSN: -----	ORIG: --
DATE OF ENTRY ACTIVE DUTY: -----			
HOME OF RECORD ENTRY ON ACTIVE DUTY: --			
ACTION: --			

Figure 2-147. Example of a Date of Entry on Active Duty in Current Tour (EDAT) Transaction Screen Format

2-97. Procedure 2-42 Year and month of last evaluation report (transaction mnemonic—ERPT) (applicable during peacetime)

a. The purpose of this procedure is to report the closing year and month of the last officer OER/AER or enlisted EER when the data field is blank on the SPF or the date is erroneous.

(1) Required references used in this procedure are as follows:

- (a) AR 623-1.
- (b) AR 623-105.
- (c) AR 623-205.
- (d) DA Pamphlet 600-8, procedures 5-1, 5-8, 5-13, and 5-15.

(2) Source documents used in this procedure are as follows:

- (a) DA Form 67-8.
- (b) DA Form 1059.
- (c) DA Form 1059-1.
- (d) DA Form 1059-2.
- (e) DA Form 2166-6.
- (f) DA Form 4037.

b. The closing year and month of the last evaluation report must be the same as or prior to the transaction control date (year and month) of this change report. This procedure pertains to all personnel.

2-98. Procedure 2-42 Action

a. *Control data.* (Data elements used are examples.) Enter the control data in accordance with paragraph 2-7.

b. *Action data.* (Data elements used are examples.) Year and month of last evaluation report. Do one of the following:

(1) Get the closing year and month of the last officer OER/AER or enlisted EER from the appropriate source document. Enter that date as year and month in that order. Enter a period (.) in the next box to end this transaction. (See fig. 2-148.)

8	2	0	5	.
---	---	---	---	---

Figure 2-148. Example of year and month of last evaluation report

(2) To remove an invalid closing year and month date, enter 0000 in the date field. Enter a period (.) in the next box to end this transaction. (See fig. 2-149.)

0	0	0	0	.
---	---	---	---	---

Figure 2-149. Example of removing an invalid closing year and month date

c. *Format.* See screen format for this procedure at figure 2-150.

TRANSACTION MNEMONIC: ERPT

DATE: _____ NAME: _____ SSN: _____ ORIG: _____

YEAR-MONTH LAST OER OR EER SUSPENSE: _____

ACTION: _____

Figure 2-150. Example of a Year and Month of Last Evaluation Report (ERPT) Transaction Screen Format

2-99. Procedure 2-43 Expiration of term of service (transaction mnemonic—ETS) (applicable during peacetime/mobilization)

a. The purpose of this procedure is to report a change or correction to an enlisted individual's expiration of term of service (ETS) or term of service for reasons other than reenlistment.

(1) Required references used in this procedure are as follows:

- (a) AR 630-10.
- (b) AR 601-210.
- (c) AR 601-280.

(2) Source documents used in this procedure are as follows:

- (a) DA Form 1695.
- (b) DD Form 4.
- (c) Orders.

b. A change is submitted when an individual extends the term of service (voluntary extension) or when a correction is required to a previously reported ETS. Bad time accrued against an individual, changing the basic service dates, would also necessitate a change to an individual's ETS.

2-100. Procedure 2-43 Action

a. *Control data area.* (Data elements used are examples.) Enter the control data in accordance with paragraph 2-7.

b. *Action data.* (Data elements used are examples.)

(1) *New expiration of term of service (ETS).* Get the new ETS from the individual's DA Form 1695 or DD Form 4. Enter that ETS as year, month and day in that order. Then do one of the following:

- (a) If the term of service is being reported, enter a slash (/) in the next box.
- (b) If the term of service is not being reported, enter a slash (/) in the next two boxes.

(2) *Term of service.* Find the term of service on the individual's DD Form 4. Get the corresponding code for term of service from AR 680-29. Enter the one character code. Enter a slash (/) in the next box.

(3) *Reason for change of ETS.* Determine the reason for change of ETS from the individual's DD Form 4. Get the corresponding code for the reason of change of ETS from AR 680-29. Enter that one character code and do one of the following:

- (a) If the ETS is after the date entered in the control data area, enter a period (.) in the next box to end this transaction. (See fig. 2-151.)

8	2	1	ø	3	ø	/	2	/	G	.
---	---	---	---	---	---	---	---	---	---	---

Figure 2-151. Example of reason for change of ETS

- (b) If the ETS is earlier than the date entered in the control data area, enter a slash (/) in the next box.

(4) *Delay in separation code (DISC).* Get the reason for the delay in separation from the source document. Get the corresponding DISC from AR 680-29. Enter that one character code and enter a period (.) in the next box to end this transaction. (See fig. 2-152.)

8	2	ø	6	ø	5	/	2	/	G	/	m	.
---	---	---	---	---	---	---	---	---	---	---	---	---

Figure 2-152. Example of delay in separation code (DISC)

c. *Format.* See screen format for this procedure at figure 2-153.

TRANSACTION MNEMONIC: ETS

DATE: ---- NAME: ---- SSN: ----- ORIG: --

NEW ETS: ----

TERM OF SERVICE: -

REASON FOR CHANGE OF ETS: -

DELAY IN SEPARATION CODE: -

ACTION: --

Figure 2-153. Example of an Expiration of Term of Service (ETS) Transaction Screen Format

2-101. Procedure 2-44 Erroneous enlistment/release from service (transaction mnemonic—FENL) (applicable during peacetime/mobilization/wartime)

The purpose of this procedure is to report an individual released from the US Army, who, due to an administrative error or oversight, was erroneously enlisted, inducted or ordered to active duty and who is not issued a DD Form 214 or discharge certificate. This procedure pertains to all personnel.

a. Required references used in this procedure are as follows:

- (1) AR 635-100.
- (2) AR 635-200.

b. Source documents used in this procedure are orders.

2-102. Procedure 2-44 Action

a. *Control data.* (Data elements used are examples.)

- (1) *Date.* Enter the effective date of the order as year, month and day in that order.
- (2) *Remaining control data.* Complete in accordance with paragraph 2-7.

b. *Action data.* (Data elements used are examples.)

(1) *Unit processing code (UPC).* Get the unit identification code (UIC) from the standard name line of the individual's orders. Code that UIC as the UPC, using procedures outlined in paragraph 2-6d of this chapter. Enter that five character UPC. Enter a slash (/) in the next box.

(2) *Transaction change number (TCN).* Enter the three character TCN 979. Enter a slash (/) in the next box.

(3) *Movement designator code (MDC).* Get the MDC from the first two characters of the PCS-MDC line on the individual's orders. Enter that two character MDC. Enter a period (.) in the next box to end this transaction. (See fig. 2-154.)

1	E	8	A	A	/	9	7	9	/	7	B	.
---	---	---	---	---	---	---	---	---	---	---	---	---

Figure 2-154. Example of a movement designator code (MDC)

(4) *Notification.* Notify the unit of assignment shown on the standard name line of the individual's orders so that the unit can show a correct strength on the OSTR transaction.

c. *Format.* See screen format for this procedure at figure 2-155.

TRANSACTION MNEMONIC: FENL

DATE: ---- NAME: ---- SSN: ---- ORIG: --

UPC: ----

SPD: --

MDC: --

ACTION: --

Figure 2-155. Example of an Erroneous Enlistment/Release From Service (FENL) Transaction Screen Format

2-103. Procedure 2-45 FHA insurance eligibility certificate indicator (transaction mnemonic—FHA) (applicable during peacetime)

The purpose of this procedure is to report the status of an individual's eligibility for the government to pay Federal Housing Authority Insurance, based upon receipt of an FHA endorsed copy of the DD Form 802, Request for Certificate of Eligibility, or a DD Form 803, Request for Termination.

a. Required reference used in this procedure is AR 608-8, procedure 6-6.

b. Source documents used in this procedure are as follows:

- (1) DD Form 802.
- (2) DD Form 803.

2-104. Procedure 2-45 Action

a. Control data. (Data elements used are examples.) Enter the control data in accordance with paragraph 2-7.

b. Action data. (Data elements used are examples.) FHA insurance eligibility indicator code. Enter a Y or a N based upon the following conditions:

(1) If the individual has the FHA endorsed copy of the DD Form 802, enter a Y. Enter a period (.) in the next box to end this transaction. (See fig 2-156.)

Y	.			
---	---	--	--	--

Figure 2-156. Example of FHA insurance eligibility indicator code, if Y

(2) Upon submission of a DD Form 803, enter a N. Enter a period (.) in the next box to end this transaction. (See fig 2-157.)

N	.			
---	---	--	--	--

Figure 2-157. Example of FHA insurance eligibility indicator code, if N

c. Format. See screen format for this procedure at figure 2-158.

TRANSACTION MNEMONIC: FHAI

DATE: ----- NAME: ----- SSN: ----- ORIG: --

FHA INSURANCE ELIG CERTIFICATE IND: -

ACTION: --

Figure 2-158. Example of a FHA Insurance Eligibility Certificate Indicator (FHAI) Transaction Screen Format

2-105. Procedure 2-46 Foreign service data (transaction mnemonic—FSVD) (applicable during peacetime)

The purpose of this procedure is to add or delete foreign service tour data for a commissioned officer or warrant officer.

a. Required references used in this procedure are as follows:

- (1) AR 55-46.
- (2) AR 614-30.
- (3) DA Pamphlet 600-8, procedure 5-1.

b. Source documents used in this procedure are as follows:

- (1) DA Form 2-1.
- (2) DA Form 4037.
- (3) Reassignment orders.

2-106. Procedure 2-46 Action

a. *Control data.* (Data elements used are examples.) Enter the control data in accordance with paragraph 2-7.

b. *Action data.* (Data elements used are examples.)

(1) *Example 1.* Follow this example when the type of change is A (Add).

(a) *Type of change.* Enter the following one character code: A (A=Add). Enter a slash (/) in the next box.

(b) *Date returned from overseas.* Enter the year and month of return from overseas, in that order. Enter a slash (/) in the next box.

(c) *Tour indicator code.* Enter the one character code as listed in AR 680-29. Enter a slash (/) in the next box.

(d) *Country code.* Get the two character code for country of foreign service from Appendix C, AR 680-29. To report tours in Alaska and Hawaii, use code 02 for Alaska and code 15 for Hawaii. Enter a slash (/) in the next box.

(e) *Months overseas.* Enter the two character code for the number of months overseas. Enter a slash (/) in the next box.

(f) *Tour completion code.* Enter the one character tour completion code as listed in AR 680-29. Enter a period (.) in the next box to end this transaction. (See fig 2-159.)

A	/	8	1	1	2	/	2	/	K	S	/	1	2	/	N	.
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

Figure 2-159. Example of a tour completion code

(2) *Example 2.* Follow this example when the type of change is D (Delete).

(a) *Type of change.* Enter the following one character code: D (D=Delete). Enter a slash (/) in the next box.

(b) *Date returned from overseas.* Enter the year and month of return from overseas in that order. Enter a slash (/) in the next box.

(c) *Tour indicator code.* Enter the one character code as listed in AR 680-29. Enter a period (.) in the next box to end this transaction. (See fig 2-160.)

D	/	8	1	1	2	/	2	.
---	---	---	---	---	---	---	---	---

Figure 2-160. Example of a tour indicator code

c. *Format.* Screen format for this procedure is at figure 2-161.

TRANSACTION MNEMONIC: FSVD

DATE: ---- NAME: ---- SSN: ----- ORIG: --

TYPE OF CHANGE: -

DROS: ----

TOUR INDICATOR CODE: -

COUNTRY CODE: --

MONTHS OVERSEAS: --

TOUR COMPLETION CODE: -

ACTION: --

Figure 2-161. Example of a Foreign Service Data (FSVD) Transaction Screen Format

2-107. Procedure 2-47 Good conduct medal suspense (transaction mnemonic—GCMS) (applicable during peacetime)

a. The purpose of this procedure is to report the year and month an enlisted individual is eligible to receive the good conduct medal or to report a change in the year and month eligible.

(1) Required references used in this procedure are as follows:

(a) AR 672-5-1.

(b) DA Pamphlet 600-8, procedure 4-13.

(2) Source documents used in this procedure are as follows:

(a) DA Form 2-1.

(b) Orders.

b. Discussion pertaining to this procedure is as follows:

(1) Each 3 years completed on or after 27 August 1940. The year, month and day eligible must be three years from the date of enlistment for the first award of three years from the date of the first award for second and succeeding awards.

(2) For the first award only, an individual is eligible, upon termination of service on or after 27 June 1950, if his/her service is more than one year but less than three years. The year, month and day of eligibility must be the date of separation.

(3) For further guidance, see Chapter 3, AR 672-5-1.

2-108. Procedure 2-47 Action

a. *Control data.* (Data elements used are examples.) Enter the control data in accordance with paragraph 2-7.

b. *Action data.* (Data elements used are examples.) Year and month good conduct medal. Determine the year and month the enlisted soldier is eligible to receive the good conduct medal. Follow the guidance contained in the

discussion paragraph of this procedure. The year and month of the good conduct medal must be greater than the current year and month. Enter that suspense date as year and month, in that order. Enter a period (.) in the next box to end this transaction. (See fig 2-162.)

8406.

Figure 2-162. Example of year and month Good Conduct Medal Suspense (GCMS)

c. *Format.* See screen format for this procedure at figure 2-163.

TRANSACTION MNEMONIC: GCMS

DATE: NAME: SSN: ORIG:

YEAR-MONTH GCMS:

ACTION:

Figure 2-163. Example of a Good Conduct Medal Suspense (GCMS) Transaction Screen Format

2-109. Procedure 2-48 Grade change (promotion/reduction) (transaction mnemonic—GRCH) (applicable during peacetime/mobilization/wartime)

- a. The purpose of this procedure is to report a change or correction to grade of rank.
- (1) Required references used in this procedure are as follows:
 - (a) AR 600-200.
 - (b) AR 624-100.
 - (c) AR 600-20.
 - (d) DA Pamphlet 600-8, procedure 5-1.
 - (2) Source documents used in this procedure are as follows:
 - (a) DA Form 2-1.
 - (b) DA Form 2627.
 - (c) DA Form 4037.
 - (d) DA Form 4187.
 - (e) Orders.
 - (f) AAC-CO1.
- b. Discussion pertaining to this procedure is as follows:
- (1) This procedure pertains to both officer and enlisted personnel.
 - (2) This transaction will not process if the individual is in a flagged status unless a reduction in grade is being reported. GRCH transactions with a future effective-date-of-pay-grade (not more than 2 months greater than cycle date) will be posted to the SIDPERS stacker file (SSF).
 - (3) PSC is responsible for submitting the following grade changes (GRCH):
 - (a) Advancement to pay grade E2 through E4 using the DA Form 4187 when units are not authorized to submit transactions in accordance with local policy.
 - (b) Promotion to pay grade E5 or E6 when on local promotion orders.
 - (c) Promotion to the temporary (AUS) grade of 1LT or CW2 when on local promotion orders. USAR promotion to the permanent grade of 1LT or CW2 will be submitted in accordance with procedure 2-87 (RPRM).
 - (d) Promotion to pay grades E7 through E9; W3 and W4; and O3 through O10, when through an administrative/technical error these individuals are not promoted using the SSF feature. Normally, all HQDA centralized promotions will be passed to SIDPERS PERSINS processing activities (PPA) by AUTODIN approximately 10 calendar days before the effective promotion month, i.e., promotion for Jul 86 will be released by AUTODIN on or before Jun 86. These transactions will be automatically placed on the stacker file to update SIDPERS data bases on the effective date of promotion.
 - (e) (*Rescinded.*)
 - (4) If RSC is P, the GRCH transaction will not generate a transaction to DA or the U.S. Army Finance and Accounting Center (USAFAC). A JACT transaction must also be processed if the individual is not assigned to another unit, in order to generate a transaction to DA and USAFAC.

2-110. Procedure 2-48 Action

- a. *Control data.* (Data elements used are examples.)
- (1) *Date.* Enter the date the transaction is prepared.
 - (2) *Remaining control data.* Complete per paragraph 2-7.
- b. *Action data.* (Data elements used are examples.)
- (1) *New grade abbreviation.* Find the new grade title on the Promotion/Reduction order or from Section IV, DA Form 4187. Get the new grade abbreviation from AR 680-29 based on the new grade title. Enter that three character grade abbreviation. Enter a slash (/) in the next box.
 - (2) *Grade how acquired code.* Get the how acquired code for the new grade from AR 680-29, based upon the current grade abbreviation and the new grade title on the order or DA Form 4187. Enter the appropriate one-character how acquired code. Enter a slash (/) in the next box.
 - (2.1) *Effective date of pay grade.* Enter the six-character (YYMMDD) date that the pay grade actually became effective. Note that if GRCH is being utilized to report an erroneous promotion (grade how acquired code K or M) or an erroneous reduction (grade how acquired code L), the effective date of pay grade must equal the original submission date. Enter a slash (/) in the next box.
 - (3) *Date of rank (DOR).* Get the date of rank from the appropriate order. Date of rank for personnel advanced to pay grades E2/E3, via the DA Form 4187 is the same as the effective date appearing in Section IV of the form. Enter that six character date as year, month and day in that order. (For date of rank changes only, use the DOR transaction.) Enter

a slash (/) in the next box if when using the appropriate orders format as outlined in AR 310–10, the PMOSC and/or ASI differs or is changed from the one currently held. Enter a period (.) in the next box if:

- (a) The individual is an officer or warrant officer.
- (b) When using the appropriate orders format as stated in AR 310–10, the PMOSC and/or ASI of the enlisted individual was not changed. (See fig 2–164.)

SP5/D/870302/870216.

Figure 2–164. Example of date of rank (DOR)

(4) PMOSC. Get the PMOSC from the appropriate order format as stated in AR 310–10. Enter that five character PMOSC. If the fifth position of the PMOS (the special qualification identifier (SQI) contains a zero or an alphabetic O, always code an alphabetic O and not a zero. If an S is present on a second MOS Awarded portion of the authorizing order (withdrawal and award of an SMOSC), the SMOS transaction must also be prepared.

- (a) If the ASI does not appear on the authorizing order, enter a period (.) in the next box to end this transaction. (See fig 2–165.)

SP5/D/870302/870216/95B20.

Figure 2–165. Example of PMOS

- (b) If the ASI does appear on the authorizing order, enter a slash (/) in the next box.
- (5) PMOS ASI. Find the condition that applies and enter the appropriate character:
- (a) If the PMOSC has an ASI on the appropriate authorizing order which is different from the one previously held, enter the new two character ASI. Enter a period (.) in the next box. (See fig 2–166.)

SP5/D/870302/870216/95B20/V5.

Figure 2–166. Example of PMOS ASI

- (b) If the ASI has been withdrawn and is not awarded by the appropriate authorizing order, enter a zero in the next two boxes. Enter a period (.) in the next box. (See fig 2–167.)

SP5/D/870302/870216/95B20/00.

Figure 2–167. Example of PMOS ASI if the ASI has been withdrawn

c. *Format.* See screen format for this procedure at figure 2-168.

```

                                TRANSACTION MNEMONIC: GRCH

DATE: _____ NAME: _____ SSN: _____ ORIG: _____
NEW GRADE: _____
GRADE-HOW-ACQUIRED: -
EFFECTIVE-DATE-OF-PAY-GRADE: _____
DOR: _____
PMOS: _____
PMOS ASI: --

ACTION: _____
```

Figure 2-168. Example of a Grade Change (Promotion/Reduction) (GRCH) Transaction Screen Format

2-111. Procedure 2-49 Grade code change (transaction mnemonic—GRDC) (applicable during peacetime/mobilization/wartime)

a. The purpose of this procedure is to report a change or correction to the grade code for a 2LT, 1LT, or CPT who has four or more years active enlisted service.

(1) Required reference used in this transaction is AR 600-20.

(2) Source documents used in this procedure are as follows:

(a) DA Form 4037.

(b) AAC-PO1.

b. The GRDC transaction must be reported in addition to the Department of the Army change notification transactions when the 2LT, 1LT or CPT has four or more years active enlisted service. The DA change notification transactions will be shown on the personnel transaction register by unit. The DA change notifications are:

(1) Change notification 6E—change or correction to grade in which serving.

(2) Change notification 6J—promotion.

(3) Change notification 6K—demotion.

2-112. Procedure 2-49 Action

a. *Control data.* (Data elements used are examples.) Enter the control data in accordance with paragraph 2-7.

b. *Action data.* (Data elements used are examples.)

(1) *Grade abbreviation.*

(a) If the change or correction is not based upon DA change notification, use the grade abbreviation on the appropriate source document.

(b) If the change or correction is based upon DA change notifications 6E, 6J, or 6K, use the grade abbreviation to the immediate right of the social security number on the PTRU. Enter the three character grade abbreviation. No slash (/) follows.

(2) *Grade code.* Get the grade code from AR 680-29, based upon the grade abbreviation. Enter that one character grade code. Enter a period (.) in the next box to end this transaction. (See fig 2-169.)

1	L	T	6	.
---	---	---	---	---

Figure 2-169. Example of a grade code

c. *Format.* See screen format for this procedure at figure 2-170.

TRANSACTION MNEMONIC: GRDC

DATE: ----- NAME: ----- SSN: ----- ORIG: --

GRADE ABBR AND CODE AS CHANGED: ----

ACTION: --

Figure 2-170. Example of a Grade Code Change (GRDC) Transaction Screen Format

2-113. Procedure 2-50 General technical aptitude area score (transaction mnemonic—GTAS) (applicable during peacetime)

The purpose of this procedure is to report an enlisted individual's general technical aptitude area (TDA) score.

a. Required references used in this procedure are as follows:

- (1) DA Pamphlet 600-8, procedure 3-25.
- (2) AR 611-5.

b. Source documents used in this procedure are as follows:

- (1) DA Form 2-1.
- (2) DA Form 4187.

2-114. Procedure 2-50 Action

a. Control data. (Data elements used are examples.) Enter the control data in accordance with paragraph 2-7.

b. Action data. (Data elements used are examples.) GTA score. Get the GTA score from the notification of army classification battery test results. Enter that three character GTA score. When the score is less than three characters, leading zeros will be reported. Enter a period (.) in the next box to end this transaction. (See fig 2-171.)

Ø	6	9	.			
---	---	---	---	--	--	--

Figure 2-171. Example of a GTA score

c. Format. See screen format for this procedure at figure 2-172.

TRANSACTION MNEMONIC: GTAS

DATE: ----- **NAME:** ----- **SSN:** ----- **ORIG:** --

GT SCORE: ---

ACTION: --

Figure 2-172. Example of a General Technical Aptitude Area Score (GTAS) Transaction Screen Format

2-115. Procedure 2-51 Regimental homebase (transaction mnemonic—HOB A) (applicable during peacetime/mobilization)

The purpose of this procedure is to report an individual's regimental homebase or a change to the individual's regimental homebase. This procedure is applicable to all personnel.

- a.* Required reference used in this procedure is DA Circular 600-82-2.
- b.* Source documents used in this procedure are as follows:
 - (1) Orders.
 - (2) Letters of Instruction from career managers for officer and warrant officer personnel and from the PSC for enlisted personnel.

2-116. Procedure 2-51 Action

- a. Control data.* (Data elements used are examples.) Enter the control data in accordance with paragraph 2-7.
- b. Action data.* (Data elements used are examples.) Enter the two character code for the individual's regimental homebase. See AR 680-29 for appropriate codes. Enter a period (.) in the next box to end this transaction. (See fig 2-173.)



Figure 2-173. Example of a regimental homebase code

c. *Format.* See screen format for this procedure at figure 2-174.

TRANSACTION MNEMONIC: HOBA

DATE: ----- NAME: ----- SSN: ----- ORIG: --

REGIMENTAL HOME BASE: --

ACTION: --

Figure 2-174. Example of a Regimental Homebase (HOBA) Transaction Screen Format

2-117. Procedure 2-52 Inquiry (transaction mnemonic—INQY) (applicable during peacetime/mobilization/wartime)

a. The purpose of this procedure is to get a transfer data record (TDR and/or a DA Form 2 (Personnel Qualification Record—Pt 1) for an individual. The inquiry transaction may be used to obtain a current update for SIDPERS enlisted master file/officer master file at the U.S. Total Army Personnel Command. The inquiry transaction may be used to obtain skill qualification test score (SQTS) data, control specialty (CTSP) data, personnel security (PSEC) data, and BASD/PEBD data. In addition, this transaction can be used to obtain the SPF record for a specific individual (P97).

(1) Required references used in this procedure are as follows:

- (a) DA Pamphlet 600-8, procedure 3-10.
- (b) DA Pamphlet 600-8-10.

(2) Source documents used in this procedure are as follows:

- (a) Reassignment Orders

(b) TDY Orders

b. The inquiry transaction will be submitted not earlier than 30 days prior to the departure or later than 21 days prior to the departure of an individual from your activity, to obtain the TDR cards and the DA Form 2 which will be included in the military personnel records jacket (MPRJ) for the individual concerned. Individuals attending service schools in a TDY status will have TDR in their possession upon reporting to the service school in accordance with Procedure 3-10, DA Pam 600-8.

2-118. Procedure 2-52 Action

a. *Control data.* (Data elements used are examples.) Enter the control data in accordance with paragraph 2-7.

b. *Action data.* (Data elements used are examples.)

(1) *Personnel File Inquiry Code.* Use one of the following codes to select the file to be queried. Enter that appropriate one character code. Enter a slash (/) in the next box.

(a) Enter a 1 to obtain data from SIDPERS (SPF). Refer to paragraph 2b to determine output.

(b) Enter a 2 to obtain a 41 from HQDA. The 41 will be reflected on the DA Inquiry Report.

(c) Enter a 3 to obtain CTSP (officers/warrant officers)/SQTS (enlisted) data from PERSCOM. For CTSP data, a 5C transaction will be transmitted from the OMF, HQDA to update your SIDPERS Data Base. The 5C will update service agreement, ESA, control specialty, PSSI, ASI, and MLED (for complete format, see table 4-15, AR 680-5). For SQTS data, a S9 transaction will be transmitted from the EMF, HQDA to update your SIDPERS data base. The S9 will update Promotion Points, SSN, SQT, and ERPT (for complete format see table 4-19, AR 680-5).

(d) Enter a 4 to obtain REGT data from PERSCOM. A 5D transaction will be transmitted from the OMF, TAPA to update your SIDPERS Data Base. The 5D will update OMF Regimental Affiliation, and Regimental Homebase. A SB transaction will be transmitted from the EMF, PERSCOM to update your SIDPERS Data Base. The SB will update EMF Regimental Affiliation, and Regimental Homebase (for complete formats see tables 4-15 and 4-18, AR 680-5).

(e) Enter a 5 to obtain security data from PERSCOM. A SR transaction will be transmitted from the OMF/EMF, PERSCOM to update your SIDPERS Data Base. The SR will update all personnel security data items (for complete format, see AR 680-5).

(e.1) Enter a 6 to obtain BASD/PEBD data from PERSCOM. A 5F transaction will be transmitted from the OMF/EMF, PERSCOM to update your SIDPERS data base. The 5F will update BASD/PEBD items.

(f) Enter a 7 to obtain MLED for officers from PERSCOM. A 5C transaction will be transmitted from the OMF, PERSCOM to update your SIDPERS Data Base. The 5C will update the SPF MLED.

(g) To view the updated data on your SIDPERS Data Base, you must submit a local SIDPERS INQY transaction after the S9, 5C, SB, or SR appears on the PO1, normally 10 to 15 days.

(2) *Verification of questionable commissioned officer specialty.* To obtain, prepare pass record INQY 40 TT Table 6-2, AR 680-50.

(3) *Output Code.* Use one of the following codes to get the required information. Enter that appropriate one-character code. Enter a slash (/) in the next box.

(a) Enter C for TDR cards and an inquiry to PERSCOM.

(b) Enter L for a DA Form 2.

(c) Enter M for TDR cards and a DA Form 2.

(d) Enter D for an inquiry only to PERSCOM.

(e) Enter P for the AAC-P97.

(4) *Voucher Number.* Voucher Number consists of the following:

(a) Get your SIDPERS code shown in AR 680-29. Enter your two-character SIDPERS code.

(b) Get your originator code from the LOI published by your PAS. Enter your two-character originator code. Enter a period (.) in the next box to end this transaction. (See fig 2-175.)



Figure 2-175. Example of a voucher number

c. *Format.* See screen format for this procedure at figure 2-176.

```
TRANSACTION MNEMONIC: INQY

DATE: _____ NAME: _____ SSN: _____ ORIG: __
FILE QUERIED CODE: _
OUTPUT CODE CHECK: _
VOUCHER NUMBER: _____

ACTION: __
_____
```

Figure 2-176. Example of an Inquiry (INQY) Transaction Screen Format

2-119. Procedure 2-53 Incentive pay (transaction mnemonic—IPAY) (applicable during peacetime)

The purpose of this procedure is to report the award or termination of an individual's incentive pay based upon orders.

a. Required references used in this procedure are as follows:

- (1) Department of Defense pay manual.
- (2) DA Pamphlet 600-8, procedure 5-1.

b. Source documents used in this procedure are orders.

2-120. Procedure 2-53 Action

a. *Control data.* (Data elements used are examples.) Enter the control data in accordance with paragraph 2-7.

b. *Action data.* (Data elements used are examples.)

(1) *Jumps action code.* Enter the four character Jumps action code based upon the action line on orders. To award incentive pay enter AUTH. To terminate incentive pay enter STOP. Enter a slash (/) in the next box.

(2) *Incentive pay code.* Find the type duty line on orders. Based upon the response to those lines get the appropriate incentive pay code from AR 680-29. Enter that three, four or five character code. Enter a period (.) in the next box to end this transaction. (See figure 2-177.)

AUTH/JUMP.

Figure 2-177. Example of a incentive pay code

c. *Format.* See screen format for this procedure at figure 2-178.

TRANSACTION MNEMONIC: IPAY

DATE: _____ NAME: _____ SSN: _____ ORIG: --

JUMPS ACTION CODE: ----

INCENTIVE PAY CODE: -----

ACTION: --

Figure 2-178. Incentive Pay (IPAY) Transaction Screen Format

2-120.1. Procedure 2-53.1 JUMPS Army corrector transaction (transaction mnemonic—JACT) (applicable during peacetime, mobilization, wartime)

a. The purpose of this procedure is to report to the U.S. Army Finance and Accounting Center (USAFAC), the correct information pertaining to an individual's grade. This transaction will only be used to change the USAFAC master military pay file (MMPF) when the SPF already reflects accurate grade data.

(1) Required references used in this procedure are as follows:

(a) AR 600-200.

(b) DA Pamphlet 600-8.

(2) Source documents used in this procedure are as follows:

(a) DA Form 2.

(b) DA Form 4187.

(c) Orders.

b. When a soldier has a pay complaint due to an error in grade and the SPF reflects the accurate grade, or when the personnel service center (PSC) clerk is resolving JUMPS feedback notices (AAC-P51), it is the responsibility of the PSC to do the research necessary to correct the grade discrepancy. The following guidelines are provided to assist in resolving grade discrepancies.

- (1) Check soldier's grade as reflected on the leave and earning statement (LES).
- (2) Check for proper submission and subsequent generation of the appropriate JUMPS transaction (AAC-P01 and AAC-P49).
- (3) Check the JUMPS Error Notice Listing (AAC-P51) to see if the grade transaction submitted on the individual is listed as incorrect by finance.

2-120.2. Procedure 2-53.1 Action

a. *Control data.* (Data elements used are examples.) Complete control data in accordance with paragraph 2-7.

b. *Action data.* (Data elements used are examples.)

(1) *Type of action.* Enter one of the following and then enter a slash (/) in the next box.

- (a) PROM (Promotion).
- (b) PROX (Erroneous Promotion).
- (c) REDU (Reduction).
- (d) REDX (Erroneous Reduction).

(2) *Grade abbreviation and code.* Enter the appropriate grade abbreviation and code. Get the grade abbreviation and code from AR 680-29. If type of action equals PROM or REDU, enter the actual grade promoted or reduced to. If the type of action equals PROX or REDX, enter the grade to which the individual was erroneously promoted under the PROM or REDU transaction (see AAC-P49). Enter a slash (/) in the next box.

(3) *Effective-Date-1.* Obtain the effective date from the source document. If the type of action equals PROX or REDX, the effective-date-1 must equal the original PROM or REDU submission date. Enter that date as year, month, and day, in that order, and do one of the following:

(a) If this transaction is not being prepared to correct a previously submitted effective date, enter a period (.) in the next box to end this transaction.

(b) If this transaction is being prepared to correct a previously submitted effective date, enter a slash (/) in the next box.

(4) *Effective-Date-2.* Enter the effective date as previously submitted on the original PROM/REDU transaction. This is the date determined to be erroneous. Note that when two effective dates are used, two 5-card transactions will be prepared. Enter a period (.) in the next box to end this transaction. (See fig 2-178.1.)

P	R	O	M	/	S	G	T	5	/	8	7	0	1	2	3	/	8	6	0	1	1	2	.
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

Figure 2-178.1. Example of Effective-Date-2

c. *Format.* See screen format for this procedure at figure 2-178.2.

TRANSACTION MNEMONIC: JACT

DATE _____ NAME: _____ SSN: _____ ORIG: _____

TYPE OF ACTION: _____ GRADE ABBREVIATION AND CODE: _____

EFFECTIVE-DATE-1: _____ EFFECTIVE-DATE-2: _____

ACTION: _____

Figure 2-178.2. Example of a JUMPS Army corrector transaction (JACT)

2-121. Procedure 2-54 Legal name change (transaction mnemonic—LNAM) (applicable during peacetime, mobilization, wartime)

The purpose of this procedure is to report a legal name change for an individual.

a. Required references used in this procedure are as follows:

- (1) AR 600-2.
- (2) DA Pamphlet 600-8, procedure 5-1 and 9-5.

b. Source documents used in this procedure are as follows:

- (1) DA Form 4187.
- (2) Court order.
- (3) (*Rescinded.*)
- (4) Marriage Certificate.

c. When this transaction is submitted, a 5-card JUMPS transaction is also prepared for the USAFAC master military pay file (MMPF), Ft. Ben Harrison, IN.

2-122. Procedure 2-54 Action

a. Control data. (Data elements used are examples.) Enter the control data in accordance with paragraph 2-7.

b. Action data. (Data elements used are examples.) New Name. Get the new name from the appropriate source document. Reference standard data element (SDE) number 4N-60, AR 18-12-4 for coding of up to 27 positions of name. Enter the individual's new name. Enter a period (.) in the next box to end this transaction. (See figure 2-179.)

S	M	I	T	H	S	O	N		J	O	H	N	B		I	I	I	.
---	---	---	---	---	---	---	---	--	---	---	---	---	---	--	---	---	---	---

Figure 2-179. Example of New Name

c. Notification. Notify the individual's unit commander that the legal name change transaction has been reported. (See figure 2-180.)

DISPOSITION FORM

For use of this form, see AR 340-15; the proponent agency is TAGO.

REFERENCE OR OFFICE SYMBOL	SUBJECT		
AGPO	Legal Name Change		
TO	FROM	DATE	CMT 1
Cdr, Co A, 1st Bn, 2nd Inf Ft. Defense VA 22310	MILPO 99th Inf Div Ft. Defense VA 22310	9 June 1986	
<p>1. A legal name change was processed to the SIDPERS Personnel File (SPF) for Sgt. Guy Foxx, 123-45-6789, Company A, 1st Battalion, 2nd Infantry, this station.</p> <p>2. This office verifies the correctness of the new name by checking the source documents furnished by your office.</p> <p>3. Request appropriate corrective action to personnel, medical and dental records maintained by addresses, corrective action to personnel records on file in this office has been taken.</p>			
1 Encl Court Order		ROBERT G. RECKORD CPT, AGC Military Personnel Officer	

DA FORM 2496
AUG 80

PREVIOUS EDITIONS WILL BE USED

★ U.S. Government Printing Office: 1983-406-082

Figure 2-180. Sample Disposition Form (DA Form 2496)

d. *Format.* See screen format for this procedure at figure 2-181.

TRANSACTION MNEMONIC: LMAM

DATE: ---- NAME: ---- SSN: ---- ORIG: --

NEW NAME: -----

ACTION: --

Figure 2-181. Example of a Legal Name Change (LMAM) Transaction Screen Format

2-123. Procedure 2-55 Local data SIDPERS personnel file (transaction mnemonic—LOCO) (applicable during peacetime)

a. The purpose of this procedure is to report a change or correction to local data on the SIDPERS personnel file (SPF).

- (1) Required reference used in this procedure is the PAS LOI.
- (2) Source document used in this procedure is the PAS LOI.

b. Each SPF record has forty positions that can be used for local data requirements. The functional manager (normally the adjutant general) or his designated representative will determine what information should be reported for local data and how this information will be used. Once the format for local data is determined, it can be changed by using the LOCO transaction.

2-124. Procedure 2-55 Action

a. *Control data.* (Data elements used are examples.) Enter the control data in accordance with paragraph 2-7.

b. *Action data.* (Data elements used are examples.)

(1) Although the functional manager can establish format for this transaction, there are some coding rules that must be followed when entering data in the action data area. These rules are as follows:

- (a) Data element will not be separated by slashes (/).
- (b) Blank boxes do not change the SPF.

(c) To blank out (delete) data on the (SPF), an equal sign (=) must be reported. The equal sign (=) is mark sensed by marking a six and an eight in the same column in the same response position.

(d) A period (.) will be used to end this transaction. The period (.) is not counted as one of the forty positions available for the local data.

(2) Enter the required data, using the coding rules stated in *a* above. Enter a period (.) in the last box of the action data area to end this transaction.

c. Format. See screen format for this procedure at figure 2-182.

TRANSACTION MNEMONIC: LOCO

DATE: --- NAME: --- SSN: --- ORIG: ---

LOCAL DATA-PERSONNEL: ----

ACTION: --

Figure 2-182. Example of a Local Data SIDPERS Personnel File (LOCO) Transaction Screen Format

2-125. Procedure 2-56 Last permanent change of station (transaction mnemonic—LPCS) (applicable during peacetime)

a. The purpose of this report is to report the year, month and day that an individual departed from the permanent duty station on latest PCS orders and the reassignment constituted travel chargeable to fiscal year limitations.

(1) Required references used in this procedure are as follows:

(a) AR 614-6.

(b) DA Pamphlet 600-8, procedure 5-1.

(2) Source documents used in this procedure are as follows:

(a) Travel Voucher.

(b) DA Form 4037.

(c) DA Form 2-1.

(d) Reassignment orders.

b. Year, month and day of last PCS will not be reported if the movement designator code (MDC) was NX, NY, NZ, or PM, or movement cost was \$100 or less.

2-126. Procedure 2-56 Action

- a. *Control data.* (Data elements used are examples.) Enter the control data in accordance with paragraph 2-7.
- b. *Action data.* (Data elements used are examples.) Year, month and day individual departed from last duty station from source document or soldier. Enter year, month and day, in that order or ~~0000~~ if deleting an erroneous LPCS. Enter a period (.) in the next box to end this transaction. (See fig 2-183.)

8	0	0	6	0	9	.
---	--------------	--------------	---	--------------	---	---

Figure 2-183. Example of a date of last Permanent Change of Station (PCS)

- c. *Format.* See screen format for this procedure at figure 2-184.
-

TRANSACTION MNEMONIC: LPCS

DATE: --- NAME: --- SSN: --- ORIG: ---

DATE OF LAST PCS: ----

ACTION: --

Figure 2-184. Example of a Last Permanent Change of Station (LPCS) Transaction Screen Format

2-127. Procedure 2-57 Major area of discipline/college (transaction mnemonic—MADC) (applicable during peacetime)

The purpose of this procedure is to report a change to major subject of college education for enlisted personnel to PERSCOM through the local personnel office.

a. Required references used in this procedure are as follows:

(1) AR 621-1.

(2) AR 621-5.

b. Source document used in this procedure is the DA Form 2-1.

2-128. Procedure 2-57 Action

a. *Control data.* (Data elements used are examples.) Enter the control data in accordance with paragraph 2-7.

b. *Action data.* (Data elements used are examples.) Major subject of college education. Enter the three position code from AR 680-29. Enter a period (.) in the next box to end this transaction. (See fig 2-185.)



Figure 2-185. Example of a major subject of college education

c. *Format.* See screen format for this procedure at figure 2-186.

Figure 2–186. Example of a Major Area of Discipline/College (MADC) Transaction Screen Format

The purpose of this procedure is to report a change or correction in an individual's marital status and to show the number of dependents and/or the year and month of arrival.

(1) DOD pay manual.

(2) DA Pamphlet 600-8, procedure 5-1.

b. Source documents used in this procedure are as follows:

- (1) Divorce Decree
- (2) Interlocutory Decree Pending Divorce
- (3) Marriage Certificate
- (4) DD Form 93
- (5) DD Form 1172
- (6) DA Form 4037

a. *Control data.* (Data elements used are examples.) Enter the control data in accordance with paragraph 2-7.

b. Action data. (Data elements used are examples.)

(1) *Marital status code.* Use the source document provided by the individual to determine the new marital status. Get the code for the new marital status from AR 680–29. Enter that one character code. This data item must be reported. Enter a slash (/) in the next box if any of the optional data elements are to be reported. If no optional data elements are reported, enter a period (.) in the next box to end this transaction. (See figure 2–187.) A new DA Form 41 must be prepared for the individual.

M	.			
---	---	--	--	--

Figure 2-187. Example of a marital status code

(2) *Number of dependents.* Use the appropriate source document to determine the number of dependents. Enter the two character number of dependents. Enter a slash (/) in the next box if reporting year and month of arrival of accompanying dependents. If not reporting arrival of dependents, enter a period (.) in the next box to end this transaction. (See figure 2-188.)

M	/	0	2	.
---	---	---	---	---

Figure 2-188. Example of number of dependents

(3) *Year and month of arrival accompanying dependents.* Determine from the individual the year and month that dependents arrived. Enter that date as year and month in that order. Enter a period (.) in the next box to end this transaction. (See figure 2-189.)

M	/	0	2	/	8	5	0	5	.
---	---	---	---	---	---	---	---	---	---

Figure 2-189. Example of year and month of arrival accompanying dependents

c. *Format.* See screen format for this procedure at figure 2-190.

TRANSACTION MNEMONIC: MARS

DATE: ----- NAME: ----- SSN: ----- ORIG: --

MARS: -

NO DEPN: --

YEAR-MONTH ARRIVAL OF AUTHORIZED DEPN: ----

ACTION: --

Figure 2-190. Example of Marital Status (MARS) Transaction Screen Format

2-131. Procedure 2-59 Main civilian occupation (transaction mnemonic—MCVO) (applicable during peacetime)

The purpose of this procedure is to report the main civilian occupation code for officers and warrant officers.

a. Required references used in this procedure are as follows:

- (1) AR 621-1.
- (2) AR 621-5.
- (3) DA Pamphlet 600-8, procedure 5-1.

b. Source documents used in this procedure are as follows:

- (1) Certificate.
- (2) Transcripts.
- (3) DA Form 4037.
- (4) Degree.
- (5) Diploma.
- (6) DA Form 1059-1.

2-132. Procedure 2-59 Action

a. Control data. (Data elements used are examples.) Enter the control data in accordance with paragraph 2-7.

b. Action data. (Data elements used are examples.) Main civilian occupation. Enter three character code as listed in AR 680-29. Enter a period (.) in the next box to end this transaction. (See fig 2-191.)

9	1	4	.
---	---	---	---

Figure 2-191. Example of a main civilian occupation code

c. *Format.* See screen format for this procedure at figure 2-192.

TRANSACTION MNEMONIC: MCVO

DATE: ----- NAME: ----- SSN: ----- ORIG: --

MAIN CIVILIAN OCCUPATION: ---

ACTION: --

Figure 2-192. Example of a Main Civilian Occupation (MCVO) Transaction Screen Format

2-133. Procedure 2-60 Medical internship (transaction mnemonic—MEDI) (applicable during peacetime)

The purpose of this procedure is to report medical internship data for army medical department officers and warrant officers.

a. Required references used in this procedure are as follows:

- (1) DA Pamphlet 600-8, procedures 5-1 and 5-2.
- (2) AR 611-101.

b. Source documents used in this procedure are as follows:

- (1) DA Form 4037.
- (2) DA Form 4319-R.

2-134. Procedure 2-60 Action

a. *Control data.* (Data elements used are examples.) Enter the control data in accordance with paragraph 2-7.

b. *Action data.* (Data elements used are examples.)

(1) *Example 1, type of change, internship hospital, internship months, year internship completed, internship specialty.*

(a) *Type of change.* Enter the following one character code: A=Add. Enter a slash (/) in the next box.

(b) *Internship hospital.* Get the six character code for hospital of internship from Appendix H, AR 680–29. Enter the six character code and put a slash (/) in the next box.

(c) *Internship months.* Enter the two character code for the number of months of internship. Must be in the range of 01 through 99. Enter a slash (/) in the next box.

(d) *Year internship completed.* Enter the two character code for the year internship was completed. Enter a slash (/) in the next box.

(e) *Internship specialty.* Enter the two character code for the internship specialty from AR 680–29. Enter a period (.) in the next box to end this transaction. (See fig 2–193.)

A	/	0	9	0	1	3	1	/	1	2	/	8	0	/	1	2	.
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

Figure 2–193. Example of a internship specialty code

(2) *Example 2, type of change, internship hospital.*

(a) *Type of change.* Enter the following one character type of change code: D=Delete. Enter a slash (/) in the next box.

(b) *Internship hospital.* Get the six character code for hospital of internship from Appendix H, AR 680–29. Enter that six character code. Enter a period (.) in the next box to end this transaction. (See fig 2–194.)

D	/	0	9	0	1	3	1	.
---	---	---	---	---	---	---	---	---

Figure 2–194. Example of an internship hospital code

c. *Format.* See screen format for this procedure at figure 2–195.

TRANSACTION MNEMONIC: MEDI

DATE: ---- NAME: ---- SSN: ----- ORIG: --

TYPE OF CHANGE: -

INTERNSHIP HOSPITAL: -----

INTERNSHIP MONTHS: --

YEAR INTERNSHIP COMPLETED: --

INTERNSHIP SPECIALTY: --

ACTION: --

Figure 2-195. Example of a Medical Internship (MEDI) Transaction Screen Format

2-135. Procedure 2-61 Medical residency/fellowship (transaction mnemonic—MEDR) (applicable during peacetime)

The purpose of this procedure is to report medical residency fellowship data for army medical department officers and warrant officers.

a. Required references used in this procedure are as follows:

- (1) AR 611-101.
- (2) DA Pamphlet 600-8, procedures 5-1 and 5-2.

b. Source documents used in this procedure are as follows:

- (1) DA Form 4037.
- (2) DA Form 4319-R.

2-136. Procedure 2-61 Action

a. Control data. (Data elements used are examples.) Enter the control data in accordance with paragraph 2-7.

b. Action data. (Data elements used are examples.)

(1) *Example 1, type of change, residency hospital, residency specialty, year residency completed, residency months.*

(a) *Type of change.* Enter the one character type of change code: A=Add. Enter a slash (/) in the next box.

(b) *Residency hospital.* Get the six character code for residency hospital from Appendix H, AR 680-29. Enter the six character code. Enter a slash (/) in the next box.

(c) *Residency specialty.* Get the two character code for residency specialty from AR 680-29. Enter that two character code. Enter a slash (/) in the next box.

(d) *Year residency completed.* Enter the two character code for the year residency was completed. Enter a slash (/) in the next box.

(e) *Residency months.* Enter the two character code for number of months in residency/fellowship. Must be in range 01 through 99. Enter a period (.) in the next box to end this transaction. (See fig 2-196.)

A	/	0	9	0	1	3	1	/	3	6	/	8	1	/	3	6	.
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

Figure 2-196. Example of a residency months code

(2) *Example 2, type of change, residency hospital, residency specialty*

(a) *Type of change.* Enter the following one character code: D=Delete. Enter a slash (/) in the next box.

(b) *Residency hospital.* Get the six character code for residency hospital from Appendix H, AR 680-29. Enter that six character code. Enter a slash (/) in the next box.

(c) *Residency specialty.* Get the two character code for residency specialty from AR 680-29. Enter that two character code. Enter a period (.) in the next box to end this transaction. (See fig 2-197.)

D	/	0	9	0	1	3	1	/	3	6	.
---	---	---	---	---	---	---	---	---	---	---	---

Figure 2-197. Example of a residency specialty code

c. *Format.* See screen format for this procedure at figure 2-198.

TRANSACTION MNEMONIC: MEDR

DATE: ----- NAME: ----- SSN: ----- ORIG: --

TYPE OF CHANGE: -

RESIDENCY HOSPITAL: -----

RESIDENCY SPECIALTY: --

YEAR RESIDENCY COMPLETED: --

RESIDENCY MONTHS: --

ACTION: --

Figure 2-198. Example of a Medical Residency/Fellowship (MEDR) Transaction Screen Format

2-137. Procedure 2-62 Military education level (transaction mnemonic—MLED) (applicable during peacetime)

The purpose of this procedure is to report a commissioned or warrant officer's highest level of military education.

a. Required references used in this procedure are as follows:

- (1) DA Pamphlet 600-8, procedure 5-1.
- (2) AR 351-1.

b. Source documents used in this procedure are as follows:

- (1) Certificate of completion (from an accredited military school) (DA Form 1059).
- (2) DA Form 1059-2.

2-138. Procedure 2-62 Action

a. *Control data.* (Data elements used are examples.) Enter the control data in accordance with paragraph 2-7.

b. *Action data.* (Data elements used are examples.)

(1) *Type of change.* Enter either A for add or D for delete. This data item must be reported. Enter a slash (/) in the next box.

(2) *Highest military education level. Do one of the following:*

(a) If this data element is not to be reported, enter a slash in the next box.

(b) If this data element is to be reported, enter the one character code for the highest military education level from AR 680-29. Enter a slash in the next box unless code Y (none) is being entered in which case a period (.) would be entered to end this transaction. If reporting type of change A, this data item will be used to report the military education level of the course or school being added. If reporting type of change D, this data item will be used to indicate the individual's actual highest military education level, not the military education level assigned to the course

or school being deleted. If a deletion is being entered, the course and the year of completion codes must also be reported.

(3) *Military course or school.* Get the name of the completed course from the certificate of completion or academic report provided by the individual. Enter the three character code for the course completed as listed in Appendix G, AR 680-29. Enter a slash (/) in the next box. This data item must be reported.

(4) *Year of completion.* Enter the two character code for year of completion. Enter a period (.) in the next box to end this transaction. This data item must be reported. (See fig 2-199.)

A	/	6	/	A	H	B	/	8	3	.
---	---	---	---	---	---	---	---	---	---	---

Figure 2-199. Example of a year of completion code

c. *Format.* See screen format for this procedure at figure 2-200.

TRANSACTION MNEMONIC: MLED			
DATE: -----	NAME: -----	SSN: -----	ORIG: --
TYPE OF CHANGE: -			
HIGHEST MILITARY EDUCATION LEVEL: -			
MILITARY COURSE OR SCHOOL: ---			
YEAR OF COMPLETION: --			
ACTION: --			

Figure 2-200. Example of a Military Education Level (MLED) Transaction Screen Format

2-139. Procedure 2-63 Move transfer data record (transaction mnemonic—MTDR) (applicable during peacetime/mobilization/wartime)

The purpose of this procedure is to enable the change of a unit and/or position number within the unit for a pending gain.

- a. Required references used in this procedure is DA Pamphlet 600-8, procedures 3-8 and 3-9.
- b. Source documents used in this procedure are as follows:
 - (1) AAC-CO7.
 - (2) Orders.

2-140. Procedure 2-63 Action

- a. *Control data.* (Data elements used are examples.) Enter the control data in accordance with paragraph 2-7.
- b. *Action data.* (Data elements used are examples.)
 - (1) *Gaining unit processing code (UPC).* To get the gaining UPC, find the unit identification code (UIC) on the assigned to line of the assignment order. Code that UIC as the UPC, using procedures outlined in paragraph 2-6d of this chapter. Enter that five character gaining UPC. If SIDPERS is in peacetime/mobilization mode, enter a slash (/) in the next box. If SIDPERS is in a wartime mode, enter a period (.) in the next box to end this transaction. (See fig 2-201.)

1	E	8	A	A	.
---	---	---	---	---	---

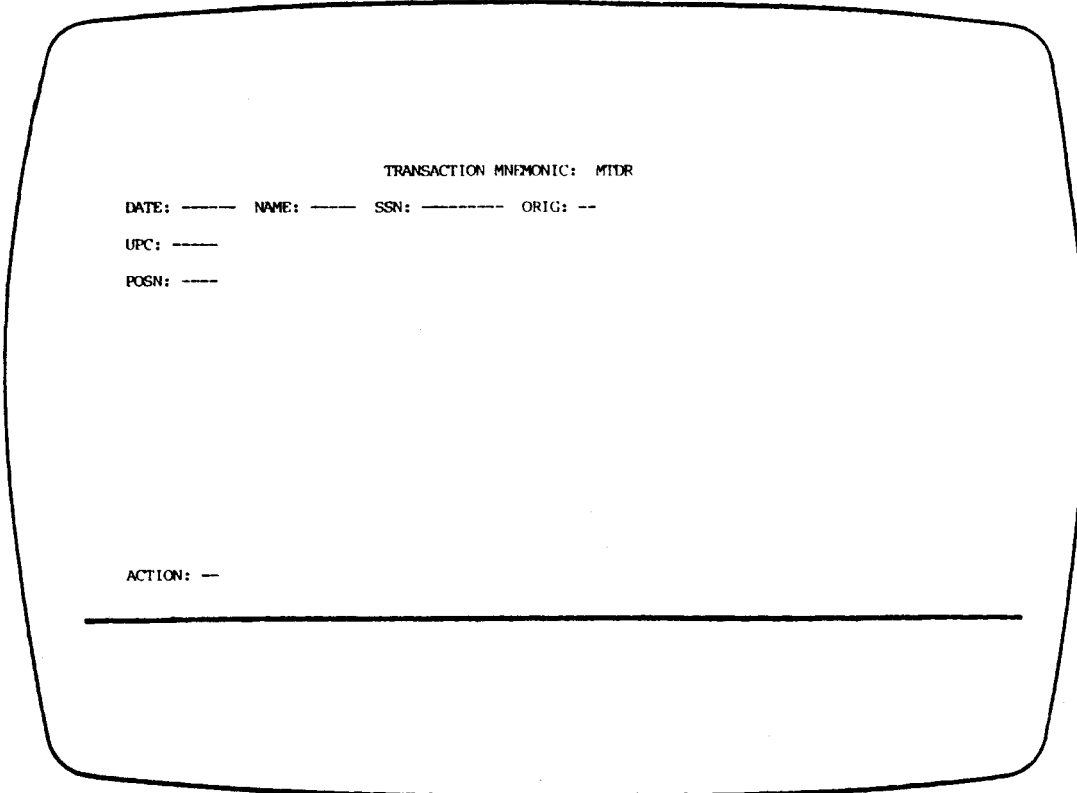
Figure 2-201. Example of a gaining Unit Processing Code (UPC)

- (2) *Position number.* Find the position number on the UMR for the position to which the individual will be assigned. Enter that four character position number. Enter a period (.) in the next box to end this transaction. (See fig 2-202.)

1	E	8	A	A	/	A	A	6	5	.
---	---	---	---	---	---	---	---	---	---	---

Figure 2-202. Example of a position number code (POSN)

- c. *Format.* See screen format for this procedure at figures 2-203 and 2-204.



TRANSACTION MNEMONIC: MTDR

DATE: ----- NAME: ----- SSN: ----- ORIG: --

UPC: -----

POSN: -----

ACTION: --

Figure 2-203. Example of a Move Transfer Data Record (MTDR) Peacetime Transaction Screen Format

TRANSACTION MNEMONIC: MTDR

DATE: ----- NAME: ----- SSN: ----- ORIG: --

UPC: -----

ACTION: --

Figure 2-204. Example of a Move Transfer Data Record (MTDR) Wartime Transaction Screen Format

2-141. Procedure 2-64 Name (transaction mnemonic—NAME) (applicable during peacetime/mobilization/wartime)

The purpose of this procedure is to report a correction to an individual's name.

a. Required references used in this procedure are as follows:

- (1) AR 600-2.
- (2) DA Pamphlet 600-8, procedure 9-5.

b. Source documents used in this procedure are as follows:

- (1) DD Form 4 series.
- (2) DD Form 47.
- (3) (**Rescinded.**)
- (4) Certificate of birth.
- (5) (**Rescinded.**)
- (6) DA Form 702.

c. When this transaction is submitted, a five-card JUMPS transaction is also prepared for the USAFAC master military pay file (MMPF), Ft. Ben Harrison, IN.

2-142. Procedure 2-64 Action

a. Control data. (Data elements used are examples.) Enter the control data in accordance with paragraph 2-7.

b. Action data. (Data elements used are examples.) Name. Determine the exact spelling of the individual's name from the DD Form 4, DD Form 47 or a legal document provided by the individual. If the individual's full name is longer than 27 characters (letters and spaces), reference standard data element (SDE) number 4N60, AR 18-12-4 for coding rules. Enter a period (.) in the next box to end this transaction. (See fig 2-205.)

H	O		D	A	V	I	D		T	H	O	M	A	S	.
---	---	--	---	---	---	---	---	--	---	---	---	---	---	---	---

Figure 2-205. Example of a name code

c. *Format* See screen format for this procedure at figure 2-206.

TRANSACTION MNEMONIC: NAME

DATE: _____ NAME: _____ SSN: _____ ORIG: --

NAME INDIVIDUAL: _____

ACTION: --

Figure 2-206. Example of a Name (NAME) Transaction Screen Format

2-143. Procedure 2-65 NCO education (transaction mnemonic—NCOG) (applicable during peacetime)

The purpose of this procedure is to report the highest noncommissioned officer education level attained by the individual.

- a. Required reference used in this procedure is AR 351-1.
- b. Source documents used in this procedure are as follows:
 - (1) DA Form 2-1.
 - (2) Certificate of completion.
 - (3) DA Form 1059.
 - (4) DA Form 3355.

2-144. Procedure 2-65 Action

- a. *Control data.* (Data elements used are examples.) Enter the control data in accordance with paragraph 2-7.

b. *Action data.* (Data elements used are examples.) NCO education. Verify certificate of completion from appropriate school. Get the code for appropriate school from AR 680-29. Enter that one character code. Enter a period (.) in the next box to end this transaction. (See fig 2-207.)



Figure 2-207. Example of a NCO education code

c. *Acceptance of input codes with relation to the codes existing of the SPF.* The edit criteria is as follows:

- (1) Where b exists, any code is acceptable.
- (2) Where 0 exists, any code is acceptable.
- (3) Where 1 exists, any code but 1 is acceptable.
- (4) Where 2 exists, any code but 2 is acceptable.
- (5) Where 3 exists, any code but 3 is acceptable.
- (6) Where A exists, any code but A is acceptable.
- (7) Where C exists, NO code is acceptable (Top-of-the System Fed).
- (8) Where D exists, NO code is acceptable (Top-of-the System Fed).
- (9) Where F exists, ONLY codes A, C, D are acceptable.
- (10) Where K exists, any code but K is acceptable.
- (11) Where L exists, any code but L is acceptable.
- (12) Where M exists, ONLY codes F, K, L are acceptable.
- (13) Where N exists, ONLY codes F, K, L are acceptable.
- (14) Where P exists, ONLY codes F, K, L are acceptable.
- (15) Where R exists, ONLY codes F, K, L are acceptable.
- (16) Where S exists, any code but S is acceptable.
- (17) Where T exists, ONLY codes M, N, P, R, S, are acceptable.
- (18) Where V exists, any code but V is acceptable.
- (19) Where W exists, any code but W is acceptable.
- (20) Where X exists, any code but X is acceptable.
- (21) Where Y exists, any code but Y is acceptable.
- (22) Where Z exists, any code but Z is acceptable.

d. *Format.* See screen format for this procedure at figure 2-208.

TRANSACTION MNEMONIC: NCOG

DATE: ----- NAME: ----- SSN: ----- ORIG: --

NCO ACADEMY GRADUATE: -

ACTION: --

Figure 2-208. Example of a NCO Education (NCOG) Transaction Screen Format

2-145. Procedure 2-66 Number of oversea tours (transaction mnemonic—NSLT) (applicable during peacetime)

The purpose of this procedure is to report, change or correct the number of short overseas tours and long overseas tours for commissioned and warrant officers.

a. Required references used in this procedure are as follows:

- (1) AR 614-30.
- (2) DA Pamphlet 600-8, procedure 5-1.

b. Source documents used in this procedure are as follows:

- (1) Reassignment orders.
- (2) DA Form 4037.

2-146. Procedure 2-66 Action

a. Control data. (Data elements used are examples.) Enter the control data in accordance with paragraph 2-7.

b. Action data. (Data elements used are examples.)

(1) *Number of short overseas tours.* Get the number of short overseas tours from the source documents provided by the individual. Enter that one character numeric code. Must be in the range 0 through 9. Enter a slash (/) in the next box.

(2) *Number of long overseas tours.* Get the number of long overseas tours from the source documents provided by the individual. Enter that one character numeric code. Must be in the range 0 through 9. Enter a period (.) in the next box to end this transaction. (See fig 2-209.)

3/2 • • •

Figure 2-209. Example of a number of long overseas tours code

c. *Format.* See screen format for this procedure is at figure 2-210.

TRANSACTION MNEMONIC: NSLT

DATE: ----- NAME: ----- SSN: ----- ORIG: --

NUMBER OF SHORT TOURS: -

NUMBER OF LONG OVERSEAS TOURS: -

ACTION: --

Figure 2-210. Example of a Number of Overseas Tours (NSLT) Transaction Screen Format

2-147. Procedure 2-67 Authorized strength file inquiry (transaction mnemonic—OAUT) (applicable during peacetime)

The purpose of this procedure is to query the SIDPERS Authorized Strength File (SASF). This transaction will produce a listing (on the All report), punched cards (ASTE Cards) or a listing and punched cards.

- a. Required reference used in this procedure are as follows:
- b. Source documents use in this procedure are as follows:
 - (1) PAS LOI.
 - (2) Authorization Document.

2-148. Procedure 2-67 Action

- a. *Control data.* (Data elements used are examples.) Enter the control data in accordance with paragraph 2-9.
- b. *Action data.* (Data elements used are examples.)
 - (1) *Output code.* Enter the one character output code as follows and enter a slash (/) in the next box.

- (a) Enter L for listing.
- (b) Enter C for punched cards.
- (c) Enter M for punched cards and listing.
- (2) *Voucher number.* Voucher number consists of your SIDPERS PERSINS Processing activity (PPA) code obtained from AR 680-29 and your originator code from the LOI published by your PAS. Enter the voucher number and then do one of the following:
 - (a) If you want to update the SIDPERS reserve component organization file (SROF) enter a slash in the next box.
 - (b) If you do not want to update the SROF enter a period in the next box. (See fig 2-211).

L	/	K	A	9	9	.
---	---	---	---	---	---	---

Figure 2-211. Example of a voucher number code if SROF is not to be updated

- (3) *Reserve component file indicator.* Enter the one character code R and then enter a period (.) in the next box to end this transaction. (See fig 2-212.)

L	/	K	A	9	9	/	R	.
---	---	---	---	---	---	---	---	---

Figure 2-212. Example of a reserve component file indicator

c. *Format.* See screen format for this procedure is at figure 2-213.

TRANSACTION MNEMONIC: OAUT

DATE: UPC: ORIG: --

OUTPUT CODE: -

VOUCHER NUMBER: ----

RESERVE COMPONENT FILE INDICATOR: -

ACTION: --

Figure 2-213. Example of an Authorized Strength File Inquiry (OAUT) Transaction Screen Format

2-149. Procedure 2-68 Officer civilian education (transaction mnemonic—OCVE) (applicable during peacetime)

The purpose of this procedure is to report civilian education codes for officers and warrant officer.

a. Required reference used in this procedure are as follows:

- (1) AR 621-1.
- (2) AR 621-5.

b. Source documents used in this procedure are as follows:

- (1) DA Form 4037.
- (2) DA Form 1059-1.

2-150. Procedure 2-68 Action

a. *Control data.* (Data elements used are examples.) Enter the control data in accordance with paragraph 2-7.

b. *Action data.* (Data elements used are examples.)

(1) *Type of change.* Enter A = Add or D = Delete. This data element must be reported. Enter a slash (/) in the next box.

(2) *Officer civilian education level.* If the certificate, degree, diploma, transcripts, credits, evaluation, etc., provided by the individual, from an accredited institution, indicates a change to the education level, enter one character code as listed in AR 680-29. If no change is indicated, enter the one character code already indicated on the officer record brief (ORB), Section VII. This data element must be reported. Enter a slash (/) in the box.

(3) *Civilian education degree.* Enter the two or three character codes for civilian education degree as listed in AR 680-29. Code must be in the range AAB through ZZZ or spaces. Enter a slash (/) in the next box.

- (4) Program source code. Do one of the following:
- (a) If this data element is not to be reported and further data elements are to be reported, enter a slash (/) in the next box. This data element must be reported if type of change is A.
 - (b) If this data element is to be reported, enter the one character code for the program source as stated in AR 680–29. Enter a slash (/) in the next box. This data element must be reported if the type of change is A.
- (5) *Civilian education institution*. Do one of the following:
- (a) If this data element is not to be reported, and further data elements are to be reported, enter a slash (/) in the next box.
 - (b) If this data element is to be reported, enter the six character code for civilian education institution as stated in Appendix I, AR 680–29. Enter a slash (/) in the next box.
- (6) *Major subject of college education*. Do one of the following:
- (a) If this data element is not to be reported and further data elements are to be reported, enter a slash (/) in the next box.
 - (b) If this data element is to be reported, enter the three character code for the major subject of college education as listed in AR 680–29. Enter a slash (/) in the next box.
- (7) *Civilian education year completed (OCVE)*.
- (a) If this data element is not being reported, this transaction should have been ended with a period (.) after the last data element that was reported. (See fig 2–214.)

A	/	5	/	B	F	A	/	B	/	ø	2	9	ø	1	3	/	A	H	X	.
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

Figure 2–214. Example of a civilian education year completed code (OCVE) if the data element is not being reported

- (b) If this data element is to be reported, enter the two character code for the year of completion as stated in the source document. Enter a period (.) in the next box to end this transaction. (See figure 2–215.)

A	/	5	/	B	F	A	/	B	/	ø	2	9	ø	1	3	/	A	H	X	/	8	2	.
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

Figure 2–215. Example of a civilian education year completed code (OCVE) if the data element is being reported

c. *Format*. See screen format for this procedure is at figure 2–216.

TRANSACTION MNEMONIC: OCVE

DATE: NAME: SSN: ORIG: --

TYPE OF CHANGE: -

OFFICER CIVILIAN EDUCATION LEVEL: -

CIVILIAN EDUCATION DEGREE: ---

PROGRAM SOURCE CODE: -

CIVILIAN EDUCATION INSTITUTION: -----

MAJOR SUBJECT OF COLLEGE EDUCATION: ---

CIVILIAN EDUCATION YEAR COMPLETED: --

ACTION: --

Figure 2-216. Example of an Officer Civilian Education (OCVE) Transaction Screen Format

2-151. Procedure 2-69 SIDPERS personnel file inquiry (transaction mnemonic—OPER) (applicable during peacetime/mobilization)

The purpose of this procedure is to get a transfer data record (TDR) and/or a DA Form 2(A-B) Personnel Qualification Record, Part I for all personnel in a unit (UPC), all commissioned officers in a unit (UPC), all warrant officers in a unit (UPC), and/or all enlisted personnel in a unit (UPC). The OPER transaction may also be used when an entire unit is transferred from one SIDPERS activity to another SIDPERS activity.

- a. Required reference used in this procedure is AR 640-2-1.
- b. Source document used in this procedure is the PAS LOI.

2-152. Procedure 2-69 Action

- a. *Control data.* (Data elements used are examples.) Enter the control data in accordance with paragraph 2-7.
- b. *Action data.* (Data elements used are examples.)
 - (1) *Output code.* Use one of the following codes for the required output and enter a slash (/) in the next box.
 - (a) Enter a L for the DA Form 2(A-B).
 - (b) Enter a C for the TDR cards.
 - (c) Enter a M for TDR cards and DA Form 2(A-B).
 - (d) Enter a R for personnel roster.
 - (e) Enter a S for a personnel roster and TDR cards.
 - (2) *Requirement code.* Enter one of the following codes based upon the requirement and enter a slash (/) in the next box.
 - (a) Enter an A for all personnel in the unit (UPC).
 - (b) Enter an O (alphabetic) for all commissioned officers in the unit (UPC).
 - (c) Enter a W for all warrant officers in the unit (UPC).

- (d) Enter an E for all enlisted personnel in the unit (UPC).
- (3) *Voucher number.* The voucher number consists of your SIDPERS code, which is shown in AR 680-29, and your originator code, which is obtained from the LOI, published by your Personnel Automation Section (PAS). Enter your voucher number and do one of the following:
- (a) If the SIDPERS reserve component organization file (SROF) is to be updated, enter a slash (/) in the next box.
- (b) If the SIDPERS reserve component organization file (SROF) is not being updated, enter a period (.) in the next box. (See fig 2-217.)

L	/	E	/	K	F	9	9	.
---	---	---	---	---	---	---	---	---

Figure 2-217. Example of a voucher number code if SROF is not being updated

- (4) *Reserve component file indicator.* Enter R to update the SIDPERS reserve component organization file (SROF). Enter a period (.) in the next box to end this transaction. (See fig 2-218.)

L	/	E	/	K	F	9	9	/	R	.
---	---	---	---	---	---	---	---	---	---	---

Figure 2-218. Example of a reserve component file indicator code

c. *Format.* See screen format for this procedure at figure 2-219.

TRANSACTION MNEMONIC: OPER

DATE: ----- UPC: ----- ORIG: --

OUTPUT CODE: -

REQUIREMENT CODE: -

VOUCHER NUMBER: -----

RESERVE COMPONENT FILE INDICATOR: -

ACTION: --

Figure 2-219. Example of a SIDPERS Personnel File Inquiry (OPER) Transaction Screen Format

2-153. Procedure 2-70 Training standards officer account number (transaction mnemonic—OTCO) (applicable during peacetime)

The purpose of this procedure is to report, change, or correct a training standards account number. Each training standards officer (TSO) is assigned a training standards officer account number based upon approval by MACOM and Commander, USATC, Ft. Eustis, VA.

a. Required references used in this procedure are as follows:

- (1) AR 350-37.
- (2) DA Pamphlet 350-37.
- (3) DA Pamphlet 600-8, procedure 3-3.

b. Source documents used in this procedure are as follows:

- (1) PAS LOI.
- (2) DA Form 2496.

2-154. Procedure 2-70 Action

a. Control data. (Data elements used are examples.) Enter the control data in accordance with paragraph 2-7.

b. Action data. (Data elements used are examples.) Training standards officer account number. Get the training standards officer account number from the military personnel officer. Enter that three character number. Enter a period (.) in the next box to end this transaction. (See fig 2-220.)

1	2	3	.			
---	---	---	---	--	--	--

Figure 2-220. Example of a training standard officer account number code

c. *Format.* Screen format for this procedure is at figure 2-221.

TRANSACTION MNEMONIC: OTCO

DATE: ----- UPC: ----- ORIG: --

TEST CONTROL OFFICER CODE: ---

ACTION: --

Figure 2-221. Example of a Test Control Officer Number (OTCO) Transaction Screen Format

2-155. Procedure 2-71 Privacy act disputed record (transaction mnemonic—PADR) (applicable during peacetime)

a. The purpose of this procedure is to identify any record which has been disputed under provision of the privacy act as prescribed by the appropriate regulations.

(1) Required reference used in this transaction is AR 340-21.

(2) Source document used in this procedure is DA Form 4410-R.

b. When an individual has disputed data on his SPF record and the dispute can not be resolved by the appropriate review board, the PADR is submitted. Any record or roster (less transaction registers) reflecting name and SSN of a disputed record will contain D in the last three positions of name field.

2-156. Procedure 2-71 Action

a. *Control data.* (Data elements used are examples.) Enter the control data in accordance with paragraph 2-7.

b. *Action data.* (Data elements used are examples.) Disputed record indicator. Do one of the following:

- (1) Enter a D to indicate disputed record on the SPF. End the transaction with a period (.).
- (2) Enter a Z to remove disputed record indicator from the SPF. End the transaction with a period (.). (See fig 2-222.)



Figure 2-222. Example of removal of a disputed record on the SPF

c. *Format.* See screen format for this transaction at figure 2-223.

```
TRANSACTION MNEMONIC: PADR
DATE: --- NAME: --- SSN: --- ORIG: ---
PRIVACY ACT DISPUTED RECORD: -
ACTION: --
```

Figure 2-223. Example of a Privacy Act Disputed Record (PADR) Transaction Screen Format

2-157. Procedure 2-72 Previous assignment (UR transaction) (applicable during peacetime)

a. The purpose of this procedure is to report a change/correction to an officer's/warrant officer's previous assignment.

- (1) Required reference used in this procedure is DA Pamphlet 600-8, procedure 5-1.
- (2) Source documents used in this procedure are as follows:
 - (a) DA Form 67-8.
 - (b) DA Form 2496.
 - (c) DA Form 4037.

(d) Assignment Memorandum.

b. Discussion pertaining to this procedure is as follows.

(1) Card #1 and Card #2 may or may not be used when submitting an Add (A) or Change (C). When type of change is A or C, card #1 or card #2 will be used only if the information contained on Card #1 or #2 is affected. When submitting a Delete (D), only card #1 will be used. See figures 2-224 through 2-228 for examples.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27
7	9	1	Ø	1	1	4	5	6	6	6	8	5	8	3	D	Ø	E		J	9	9	A	7	8	1	Ø
28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54
1	1	C	Ø		A	1	B	N		2	I	N	F		9	9	I	N	F		D	I	V		F	T
55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	
D	E	F	E	N	S	E	1	V	A	F	C	1	1	A	Ø	Ø	5	S	K	P		1	U	R	W	

DA FORM 2632, 1 JAN 63

MISCELLANEOUS CODE LAYOUT FOR KEY PUNCHING

Figure 2-224. Type of Change A, Card #1

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	
7	9	1	Ø	1	1	4	5	6	6	6	8	5	8	3	D	Ø	E		J	9	9	A	7	8	1	Ø	
28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	
1	1	A	D	V	I	S	Ø	R																		3	
55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80		
6																								2	4	R	W

DA FORM 2632, 1 JAN 63

MISCELLANEOUS CODE LAYOUT FOR KEY PUNCHING

Figure 2-225. Type of Change A, Card #2

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27
8	2	Ø	1	1	5	1	2	3	4	5	6	7	8	9	D	O	E		J	9	9	C	7	8	1	Ø
28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54
1	1	F	O	R	W	A	R	D		O	B	S	E	R	V	E	R									1
55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	
8																							2	U	R	W

DA FORM 2632, 1 JAN 65

MISCELLANEOUS CODE LAYOUT FOR KEY PUNCHING

Figure 2-228. Type of Change C, Card 2 Only

- (2) Do not use special characters, i.e., period (.), comma (,), slash (/), hyphen (-), or dash (—).
- (3) When submitting a Delete (D) or Change (C), the from date will be the same as the from date shown in the assignment line being deleted or changed.

2-158. Procedure 2-72 Action

- a. Complete the DA Form 2632 as follows:
 - (1) *Card #1.* Data items listed may or may not be present for the type of change code A, C, or D. When two cards are being submitted, the first six data elements (card columns 1-29) on each card must be the same.
 - (a) *Date.* Enter the date the input card is prepared as year, month, and day in that order. (Col 1-6 must be reported.)
 - (b) *SSN.* Enter the individual's social security number (SSN). Get the social security number from the DA Form 4037. (Col 7-15 must be reported.)
 - (c) *Name.* Enter the first five characters of the last name. If the last name has less than five letters, enter the last name, leave the next box blank, and enter as much of the first name as possible. Get the name from the DA Form 4037. (Col 16-20 must be reported.)
 - (d) *Originator.* Enter your originator code. (Col 21-22 must be reported.)
 - (e) *Type of change code.* Must be A=Add, C=Change, or D=Delete. (Col 23 must be reported.)
 - (f) *From date.* May be four positions (YYMM) with two spaces following or six positions (YYMMDD) (Col 24-29). A four position date is to be used if the from date is prior to 1 October 1985. A six position date will be used if the from date is after 1 October 1985. When submitting a delete (D) or Change (C), the from date will be the same as the from date shown in the assignment line being changed or deleted. This data element must be reported.
 - (g) *Unit number.* Must be alpha/numeric and used in conjunction with unit designation to identify the individual's unit of assignment. (Col 30-33 must be spaces for type of change D and may or may not be spaces for type of change A or C.)
 - (h) *Unit designation.* Must be alpha/numeric description, abbreviated as required, or the unit or organization of assignment. (Col 34-52 must be spaces for type of change D and may or may not be spaces for type of change A or C.)
 - (i) *Location name.* Must be nine (9) position alphabetic abbreviation of the individual's station or assignment (Col 53-61 must be spaces for type of change D and may not be spaces for type of change A or C.)
 - (j) *Location code.* Must be 1, 5, 6, 7, or 8 (army area) in first position with acceptable state abbreviation (alphabetic) in last two positions or first two positions must be a foreign country code followed by a blank in the last position. (Col 62-64 must be spaces for type of change D and may or may not be spaces for type of change A or C.)

(k) *Command assignment code.* Must be valid code as listed in AR 680-29. (Col 65-66 must be spaces for type of change D and may or may not be spaces for type of change A or C.)

(l) *Duty PSC (ASI/LIC)/MOSC (ASI/LIC).* Must be nine alpha/numeric characters. First five characters must have data reported and last four must have data or zeros. (Col 67-75 must be spaces for type of change D and must have data or zeros for type of change A or C.)

(m) *Card number.* Must be numeric one (1). (Col 77 must be reported.)

(n) *Transaction code.* Must be alpha UR. (Col 78-79 must be reported.)

(o) *Format identifier.* Must be alpha W. (Col 80 must be reported.)

(2) *Card #2.* Data elements may or may not be present for type of change A or C. Do not submit for type of change D. When two cards are being submitted for the same type of change, the first six data elements (card columns 1 through 20) on each card must be the same.

(a) *Transaction date.* Enter the date the input card is prepared as year, month and day in that order. (Col 1-6 must be reported.)

(b) *Social security number.* Enter the individual's social security number. Get the social security number from the DA Form 4037. (Col 7-15 must be reported.)

(c) *Name.* Enter the first five characters of the last name. If the last name has less than five letters, enter to last name, leave the next box blank, and enter as much of the first name as possible. Get the name from the DA Form 4037. (Col 16-20 must be reported.)

(d) *Originator code.* Enter your originator code. (Col 21-22 must be reported.)

(e) *Type of change.* Must be A=Add or C=Change. (Col 23 must be reported.)

(f) *From date.* May be four positions (YYMM) followed by two spaces or six positions (YYMMDD). A four position date is to be used if the from date is prior to 1 October 1985. A six position date will be used if the from date is after 1 October 1985. When submitting a change (C), the from date will be same as the from date shown in the assignment line being changed. (Col 24-29 must be reported for type of change A or C.)

(g) *Duty title.* Must be alpha/numeric description of the duty which the officer/warrant officer performed (abbreviated as required). (Col 30-53 may or may not be reported for type of change A or C. Must be present if the months served is not reported.)

(h) *Month served.* Enter the number of months in the duty position. Must be in the range 01 through 99. (Col 54-55 may or may not be reported for type of change A or C. Must be present if duty title is not reported.)

(i) *Blank.* (Col 56-76 are spaces.)

(j) *Card number.* Must be numeric two (2). (Col 77 must be reported.)

(k) *Transaction code.* Must be alpha UR. (Col 78-79 must be reported.)

(l) *Format identifier.* Must be alpha W. (Col 80 must be reported.)

b. Forward card(s) in accordance with paragraph 2-14 of this chapter.

c. See screen formats for this procedure at figures 2-229 and 2-230.

```
IF CARD "1" NOT REQUIRED ENTER "N": ___ PRESS "ENTER"

      TRANSACTION MNEMONIC "UR" FID "W" CARD "1"

TRANSACTION DATE: ----- SSN: ----- NAME: ----- ORIG: --
TYPE CHANGE: -          FROM DATE: -----
UNIT NUMBER: ----
UNIT DESIGNATOR: -----
STATION ABBR: -----
LOCATION CODE: --
COMMAND CODE: --
DUTY POSITION: -----

ACTION: --
```

Figure 2-229. Example of a Previous Assignment (UR) Transaction, Card 1, Screen Format

IF CARD "2" NOT REQUIRED ENTER "N" __ PRESS "ENTER"

TRANSACTION MNEMONIC "UR" FID "W" CARD "2"

DATE: ____ SSN: ____ NAME: ____ ORIG: --

TYPE CHANGE: - FROM DATE: ____

DUTY TITLE: _____

MONTHS SERVED: --

ACTION: --

Figure 2-230. Example of a Previous Assignment (UR) Transaction, Card 2, Screen Format

2-159. Procedure 2-73 Professional certification status (transaction mnemonic—PCER) (applicable during peacetime)

The purpose of this procedure is to report the professional certification status code for officers and warrant officers.

- a. Required reference used in this procedure is DA Pamphlet 600-8, procedure 5-1.
- b. Source documents used in this procedure are as follows:
 - (1) DA Form 4037.
 - (2) Certificate or license.

2-160. Procedure 2-73 Action

- a. *Control data.* (Data elements used are examples.) Enter the control data in accordance with paragraph 2-7.
- b. *Action data.* (Data elements used are examples.)
 - (1) *Professional certification status.* Find the appropriate one character code listed in AR 680-29 and do one of the following:
 - (a) Enter the appropriate one character code. If code entered is other than B or Z, enter a slash (/) in the next box.
 - (b) If code B is being entered, no other data elements need to be reported. Enter code B followed by a period (.) in the fifth box to end this transaction. (See fig 2-231.)



Figure 2-231. Example of PCER Transaction

(c) If code Z is being entered to delete, enter a period in the next box to end this transaction. (See fig 2-232.)



Figure 2-232. Example of a professional certification status, deletion code

(2) *State of professional certification.* Do one of the following:

(a) Enter the two character numeric code for state of professional certification from Appendix B, AR 680-29. Enter a slash (/) in the next box.

(b) Code ZZ can be used for deletion if state of professional certification code is B. If ZZ is used, enter a slash (/), enter ZZ, and enter a period (.) to end this transaction. (See fig 2-233.)



Figure 2-233. Example of a state of professional certification code for deletion

(3) *Year of professional certification.* Enter the two character code for year. Enter a period in the next box to end this transaction. (See fig 2-234.)



Figure 2-234. Example of a year of professional certification code

c. *Format.* See screen format for this procedure at figure 2-235.

TRANSACTION MNEMONIC: PCER

DATE: ----- NAME: ----- SSN: ----- ORIG: --

PROFESSIONAL CERTIFICATION STATUS: -

STATE OF PROFESSIONAL CERTIFICATION: --

YEAR OF PROFESSIONAL CERTIFICATION: --

ACTION: --

Figure 2-235. Example of a Professional Certification Status (PCER) Transaction Screen Format

2-161. Procedure 2-74 Physical category/PULHES (transaction mnemonic—PHYS) (applicable during peacetime/mobilization/wartime)

a. The purpose of this procedure is to report a change to an individual's physical category code and PULHES based upon a Standard Form 88 or DA Form 3349. Height, weight, and date of physical are reported for officers/warrant officers using this procedure.

(1) Required references used in this procedure are as follows:

- (a) AR 40-501.
- (b) DA Pamphlet 600-8, procedure 5-1.

(2) Source documents used in this procedure are as follows:

- (a) DA Form 3349.
- (b) SF 88.

b. This procedure pertains to all personnel. The physical profile serial code will be reported as numeric only. Physical category modifiers which are alphabetic will not be reported. Temporary change to physical category and/or PULHES will not be reported.

2-162. Procedure 2-74 Action

a. Control data. (Data elements used are examples.) Enter the control data in accordance with paragraph 2-7.

b. Action data for peacetime and mobilization modes. (Data elements used are examples.)

(1) *Physical category code.* Get the physical category code from AR 680-29 based upon item 76, Section A on the SF 88 or item 5, Section B on the DA Form 3349. Enter that one character code. Enter a slash (/) in the next box.

(2) *PULHES.* Get the PULHES from item 76, Section A on SF 88 or item 5, Section B on DA Form 3349. Enter that six character PULHES. Then, do one of the following:

- (a) If the individual is enlisted, enter a period (.) in the next box to end this transaction. (See fig 2-236.)

A	/	1	1	1	1	1	1	.
---	---	---	---	---	---	---	---	---

Figure 2-236. Example of a PULHES code, peacetime

- (b) If the individual is an officer/warrant officer, enter a slash (/) in the next box.
- (3) *Height*. Enter the two character code, in inches, for the height. Enter a slash (/) in the next box.
- (4) *Weight*. Enter the three character code, in pounds, for the individual's weight. Enter a slash (/) in the next box.
- (5) *Date of physical*. Enter the date of the physical as year and month. Enter a period (.) in the next box to end this transaction. (See fig 2-237.)
-

A	/	1	1	1	1	1	1	/	7	4	/	1	7	0	/	8	4	0	1	.
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

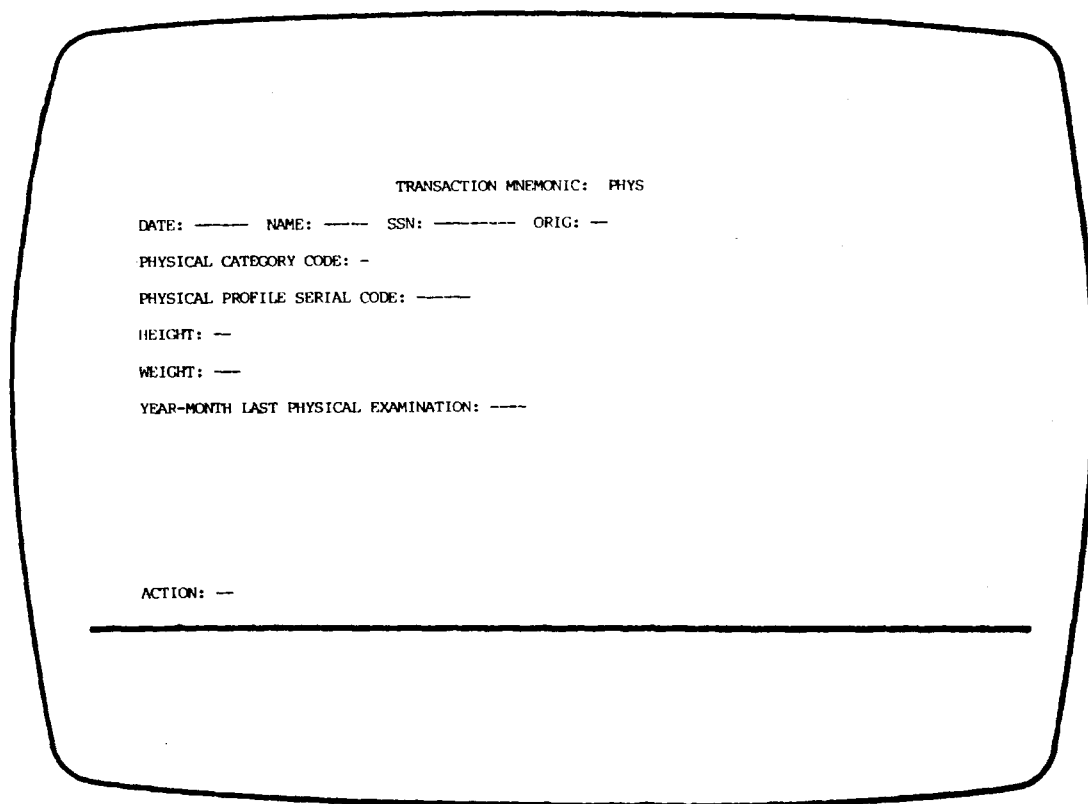
Figure 2-237. Example of a date of physical code

- c. *Action data for wartime mode*. (Data elements used are examples.)
- (1) *Physical category code*. Get the physical category code from AR 680-29 based upon item 76, Section A on the SF 88 or item 5, Section B on the DA Form 3349. Enter that one character code. Enter a slash (/) in the next box.
- (2) *PULHES*. Get the PULHES from item 76, Section A on SF 88 or item 5, Section B on DA Form 3349. Enter that six character PULHES. Enter a period (.) in the next box to end this transaction. (See fig 2-238.)
-

A	/	1	1	1	1	1	1	.
---	---	---	---	---	---	---	---	---

Figure 2-238. Example of a PULHES code, wartime

- d. *Format*. See screen format for this procedure at figures 2-239 and 2-240.



TRANSACTION MNEMONIC: PHYS

DATE: _____ NAME: _____ SSN: _____ ORIG: --

PHYSICAL CATEGORY CODE: -

PHYSICAL PROFILE SERIAL CODE: _____

HEIGHT: --

WEIGHT: --

YEAR-MONTH LAST PHYSICAL EXAMINATION: _____

ACTION: --

Figure 2-239. Example of a Physical Category/PULHES (PHYS) Peacetime Transaction Screen Format

TRANSACTION MNEMONIC: PHYS

DATE: ----- NAME: ----- SSN: ----- ORIG: --

PHYSICAL CATEGORY CODE: --

PHYSICAL PROFILE SERIAL CODE: -----

ACTION: --

Figure 2-240. Example of a Physical Category/PULHES (PHYS) Wartime Transaction Screen Format

2-163. Procedure 2-75 Primary military occupational specialty (transaction mnemonic—PMOS) (applicable during peacetime/mobilization/wartime)

The purpose of this procedure is to report a change or correction to an enlisted individual's primary military occupational specialty code (PMOSC). This transaction can also be used to show changes to a PMOS additional skill identifier (ASI), or a combination of PMOSC, PMOS ASI.

a. Required references used in this procedure are as follows:

- (1) AR 611-201.
- (2) AR 600-200.

b. Source document used in this procedure is orders.

2-164. Procedure 2-75 Action

a. *Control data.* (Data elements used are examples.)

(1) *Date.* Get the effective date of the PMOSC change from the individual's orders. If the effective date of the change is not present in the orders, use the date of the order. Enter that date, as year, month, and day in that order.

(2) *Remaining control data.* Complete per paragraph 2-7.

b. *Action data.* (Data elements used are examples.) OJT year/month of completion data will be blanked upon submission of a PMOS type transaction.

(1) *PMOSC.* Get the PMOSC as changed or corrected from the awarded line on the appropriate authorizing orders. Enter that five character PMOS (include SQI). PMOS must be reported. Do one of the following:

(a) Enter a slash (/) in the next box if the PMOS ASI is to be reported.

(b) If the PMOS ASI is not to be reported, or withdrawn PMOS ASI and awarded PMOS ASI are the same, enter a period (.) in the next box to end this transaction. (See fig 2-241.)

7	5	D	2	0	.
---	---	---	---	---	---

Figure 2-241. Example of a non-reported PMOS ASI code

(c) If the MOS prefixed with a P on the withdrawn line of the orders does not have an ASI following the MOS and the MOS prefixed with a P on the MOS awarded line of the orders does not have an ASI following the MOS, enter a period (.) in the next box to end this transaction.

(2) *PMOS ASI*. Enter the PMOS ASI as follows:

(a) If the MOS prefixed with a P on the awarded line of the orders does have an ASI following the PMOS and no previous ASI has been reported, enter that two character PMOS ASI. Enter a period (.) in the next box. (See fig 2-242.)

7	5	D	2	0	/	W	S	.
---	---	---	---	---	---	---	---	---

Figure 2-242. Example of a PMOS ASI code, if no previous ASI reported

(b) If the MOS prefixed with a P on the withdrawn line of the orders does have an ASI following the MOS and the MOS prefixed with a P on the awarded line does not have an ASI following the PMOS, or if the awarded PMOS ASI is different than the awarded PMOS ASI, enter a \emptyset in each of the next two boxes. Enter a period (.) in the next box. (See fig 2-243.)

7	5	D	2	0	/	\emptyset	\emptyset	.
---	---	---	---	---	---	-------------	-------------	---

Figure 2-243. Example of a PMOS ASI code, if no ASI following the PMOS

c. *Format*. See screen format for this procedure at figure 2-244.

TRANSACTION MNEMONIC: PMOS

DATE: ----- NAME: ----- SSN: ----- ORIG: --

PMOS: -----

ASI: --

ACTION: --

Figure 2-244. Example of a Primary Military Occupational Specialty (PMOS) Transaction Screen Format

2-165. Procedure 2-76 Post separation home address (transaction mnemonic—NX) (applicable during peacetime/mobilization/wartime)

a. The purpose of this procedure is to report for all personnel an individual's home address after separation from active duty in the Army.

(1) Required reference used in this procedure is DA Pamphlet 600-8-11.

(2) Source documents used in this procedure are as follows:

(a) Individual soldier.

(b) DA Form 3955.

b. This transaction must be prepared as a supplement to a SEP or a pass record N-series type transaction. Provisions of AR 340-21, The Army Privacy Program are applicable to this procedure. The NX transaction will be submitted on all personnel separating with a remaining service obligation and all personnel separating for the purpose of retirement. To ensure accuracy, the NX transaction should be prepared during the preparation of DD 214. The special character slash (/) may be used with this procedure, however, no other special characters are to be used with this procedure. See figures 2-245 through 2-248 for examples of completed cards.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27
8	2	Ø	7	Ø	6	Ø	1	2	3	4	5	6	7	8	9	K	I	M		L	7	5	6	Ø	4	2
28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54
S	Ø	U	T	H		M	A	I	N		S	T	R	E	E	T					1	1	Ø	2	S	A
55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	
N		F	R	A	N	C	I	S	C	Ø					C	A	2	0	1	C	Ø	1	N	X	W	

DA FORM 2632, 1 JAN 63

MISCELLANEOUS CODE LAYOUT FOR KEY PUNCHING

Figure 2-245. Sample of the Card #1 Format for the NX Transaction

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27
8	2	Ø	7	Ø	6	Ø	1	2	3	4	5	6	7	8	9	K	I	M		L	7	5	2	2	Ø	1
28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54
5	7	8	9	Ø	4	1	5	6	9	3	7	1	5	6												
55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	
																							2	N	X	W

DA FORM 2632, 1 JAN 63

MISCELLANEOUS CODE LAYOUT FOR KEY PUNCHING

Figure 2-246. Sample of the Card #2 Format for the NX Transaction

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27
8	2	Ø	9	2	5	E	5	5	5	6	6	7	7	7	7	L	E	E		J	9	9	2	3	S	
28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54
I	m	Ø	N		B	Ø	L	I	V	A	R		L	A	N	E		B	Ø	L	I	V	I	A	S	
55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	
Ø	U	T	H		A	M	E	R	I	C	A						2	D	I	C	Ø	1	N	X	W	

DA FORM 2632, 1 JAN 63

MISCELLANEOUS CODE LAYOUT FOR KEY PUNCHING

Figure 2-247. Sample of the Card #1 Format for the NX Transaction—Foreign Address

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27
8	2	Ø	9	2	5	E	5	5	5	6	6	7	7	7	7	L	E	E		J	9	9	Ø	Ø	Ø	Ø
28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54
Ø	Ø	Ø	Ø	Ø																						
55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	
																							2	N	X	W

DA FORM 2632, 1 JAN 63

MISCELLANEOUS CODE LAYOUT FOR KEY PUNCHING

Figure 2-248. Sample of the Card #2 Format for the NX Transaction—Foreign Address

2-166. Procedure 2-76 Action

a. If the address is in a foreign country, enter the street address, city and country in card columns 24-69 of card #1. Enter zeros in card columns 24-32 of card #2. Complete the DA Form 2632 as follows (Card 1).

- (1) *Date*. Enter the date the change report is prepared as year, month, and day in that order (col 1-6).
- (2) *Military personnel class (MPC)*. Enter the MPC of the individual concerned. Enter O, W, or E (col 7).
- (3) *Social security number (SSN)*. Enter the social security number of the individual concerned (col 8-16).
- (4) *Name*. Enter the first characters of the last name. If the last name has less than five letter, enter the last name,

leave the next box blank, and enter as much of the first name as possible. Get the name from the appropriate source document (col 17–21).

(5) *Originator code*. Enter your originator code (col 22–23).

(6) *Street address*. Enter the individual's street address. Must be alpha/numeric or the special character slash (/) with not more than one embedded space between characters (col 24–48).

(7) *Apartment number*. Enter the individual's apartment number. May be spaces or alpha/numeric (col 49–52).

(8) *City*. Enter the city. If overseas, enter the city and country. Must be alpha with not more than one embedded space (col 53–69).

(9) *State*. Enter the state. Must be standard state code abbreviation as appears in Appendix B, AR 680–29. If country was entered in city (col 53–69), leave these spaces blank (col 70–71).

(10) *Parent unit designator (PUD)*. Enter the parent unit designator of the unit to which the individual is assigned (1st, 2nd and 3rd characters of the UPC) (col 72–74).

(11) *Descriptive designator (DD)*. Enter the descriptive designator for the unit to which the individual is assigned (col 75–76).

(12) *Card number*. Enter number 1 (col 77).

(13) *Type transaction*. Enter NX (col 78–79).

(14) *Format ID*. Enter W (col 80).

b. Complete the DA Form 2632 as follows (card 2):

(1) *Transaction date*. Enter the date the transaction is prepared as year, month and day in that order (col 01–06).

(2) *Military personnel class*. Enter the military personnel class of the individuals. Must be O, W, or E (col 7).

(3) *Social security number*. Enter the individual's social security number (SSN) (col 8–16).

(4) *Name*. Enter the first five characters of the last name. If the last name is less than five characters, enter the last name, leave the next box blank and enter as much of the first name as possible (col 17–21).

(5) *Originator code*. Enter your originator code (col 22–23).

(6) *Zip code*. Enter the five character zip code (col 24–28).

(7) *Zip code*. Enter the last four characters in a nine character zip code (col 29–32).

(8) *Telephone number*. Enter the area code and telephone number of the individual concerned (col 33–42).

(9) *Blank*. Leave card columns 43–76 blank (spaces).

(10) *Card number*. Enter 2 (col 77).

(11) *Type transaction*. Enter NX (col 78–79).

(12) *Format identifier*. Enter W (col 80).

c. Forward the completed cards in accordance with paragraph 2–14 of this chapter.

d. See screen formats for this procedure at figures 2–249 and 2–250.

TRANSACTION MNEMONIC "NX" FID "W" CARD "1"

DATE: ---- MPC: - SSN: ---- NAME: ---- ORIG: --

STREET ADDRESS: ----

APARTMENT NUMBER: ---

CITY: ----

STATE: --

POB: ---

DESCRIPTIVE DESIGNATOR: -

ACTION: --

Figure 2-249. Example of a Post Separation Home Address (NX) Transaction, Card 1, Screen Format

TRANSACTION MNEMONIC "NX" FID "W" CARD "2"

TRANSACTION DATE: -----

MILITARY PERSONNEL CLASS: -

SSN: -----

NAME: -----

ORIGINATOR: --

ZIP CODE: -----

ZIP CODE PLUS 4: -----

TELEPHONE NUMBER: -----

ACTION: --

Figure 2-250. Example of a Post Separation Home Address (NX) Transaction, Card 2, Screen Format

2-167. Procedure 2-77 Procurement program number (transaction mnemonic—PPN) (applicable during peacetime)

The purpose of this procedure is to report an officer's procurement program number.

a. Required references used in this procedure are as follows:

- (1) AR 601-110.
- (2) DA Pamphlet 600-8, Procedure 5-1.

b. Source documents used in this procedure are as follows:

- (1) Active duty appointment orders.
- (2) Active duty appointment letter.

2-168. Procedure on 2-77 Action

a. Control data (Data elements used are examples.) Enter the control data in accordance with paragraph 2-7.

b. Action data. (Data elements used are examples.) Program procurement number (PPN). Find the PPN on the individual's order to active duty. Enter that two character PPN. AR 601-110 lists program procurement used on orders. Enter a period (.) in the next box to end this transaction. (See fig 2-251.)

A	1	.			
---	---	---	--	--	--

Figure 2-251. Example of a Program Procurement Number (PPN) code

b. Format. See screen format for this procedure at figure 2-252.

TRANSACTION MNEMONIC: PPN

DATE: ----- NAME: ----- SSN: ----- ORIG: --

PPN: --

ACTION: --

Figure 2-252. Example of a Program Procurement Number (PPN) Transaction Screen Format

2-169. Procedure 2-78 Date of rank for previous grades for officer/warrant officer (transaction mnemonic—PPTR) (applicable during peacetime)

The purpose of this procedure is to report the previous permanent and/or temporary grade and date of rank for reserve component officers/warrant officers.

a. Required references used in this procedure are as follows:

- (1) AR 135-155.
- (2) AR 600-20.
- (3) AR 624-100.
- (4) DA Pamphlet 600-8, procedure 5-1.

b. Source documents used in this procedure are as follows:

- (1) Promotion letter or order.
- (2) Active duty appointment orders or letter.

2-170. Procedure 2-78 Action

a. *Control data.* (Data elements used are examples.) Enter the control data in accordance with paragraph 2-7.

b. *Action data.* (Data elements used are examples.)

(1) *Previous grade indicator (permanent/temporary).* Enter P = permanent, or T = temporary. Enter a slash (/) in the next box.

(2) *Previous grade (permanent/temporary).* Get the previous grade from the source documents provided by the individual. Enter the three-character abbreviation for the previous grade as listed in AR 680-29. Grade code for general officers will not process. Enter a slash (/) in the next box.

(3) *Previous date of rank (permanent/temporary).* Get the previous date of rank (permanent/temporary) from the source documents provided by the individual. Enter that date in the following order; year, month and day. Enter a period (.) in the next box to end this transaction. (See fig 2-253.)

P/C P/T / 7 8 0 7 0 1 .

Figure 2-253. Example of a previous date of rank code

c. *Format.* See screen format for this procedure at figure 2-254.

TRANSACTION MNEMONIC: PPTR

DATE: _____ NAME: _____ SSN: _____ ORIG: --

PREVIOUS GRADE INDICATOR (PERM/TEMP): -

PREVIOUS GRADE (PERMANENT/TEMPORARY): ---

PREVIOUS DOR (PERMANENT/TEMPORARY): -----

ACTION: --

Figure 2-254. Example of a Date of Rank for Previous Grades for Officer/Warrant Officer (PPTR) Transaction Screen Format

2-171. Procedure 2-79 Promotable indicator (transaction mnemonic—PRMI) (applicable during peacetime)

The purpose of this procedure is to report the promotable indicator code when an Officer is on the Department of the Army promotion list.

a. Required reference used in this procedure is AR 624-100.

(1) *(Rescinded.)*

(2) *(Rescinded.)*

b. Source document used in this procedure is the PERSCOM promotion list or letter.

2-172. Procedure 2-79 Action

a. *Control data.* (Data elements used are examples.) Enter the control data in accordance with paragraph 2-7.

b. *Action data.* (Data elements used are example.) Promotable indicator. Enter the one character code for promotable indicator based upon the following conditions:

(1) If the officer is in a promotable status as indicated by the source document, enter the letter P in the first box.

(2) If the officer was erroneously reported in a promotable status or removed from the promotion list/letter, enter the letter Z in the first box. Enter a period (.) in the next box to end this transaction. (See fig 2-255.)

P	.			
---	---	--	--	--

Figure 2-255. Example of a promotable indicator code

c. *Format.* See screen format for this procedure at figure 2-256.

TRANSACTION MNEMONIC: PRMI

DATE: ----- **NAME:** ----- **SSN:** ----- **ORIG:** --

PROMOTABLE INDICATOR: -

ACTION: --

Figure 2-256. Example of a Promotable Indicator (PRMI) Transaction Screen Format

2-173. Procedure 2-80 Promotion/progression MOS (transaction mnemonic—PRMS) (applicable during peacetime)

a. The purpose of this procedure is to report the promotion/progression MOS for an enlisted individual. This transaction is applicable to enlisted personnel who are on a recommended list for promotion to E-5 or E-6.

(1) Required reference used in this procedure is AR 600-200.

(2) Source documents used in this procedure are as follows:

(a) AAC-C10.

(b) DA Form 2496.

(c) DA Form 4187.

b. Discussion pertaining to this procedure is as follows:

(1) This procedure should be processed no later than the first cycle of the month following a board recommendation, reevaluation, recomputation or adjustment of an individual's points as stated in Chapter 7, AR 600-200.

(2) An individual on a promotion list is considered an asset in that MOS for reassignment.

(3) For centralized promotions (to E-7, E-8, and E-9), the promotion MOS is forwarded to SIDPERS from PERSCOM via the SB transaction. The format for the SB transaction can be found in table 4-18, AR 680-5.

2-174. Procedure 2-80 Action

a. Control data. (Data elements used are examples.) Enter the control data in accordance with paragraph 2-7.

b. Action data. (Data elements used are examples.) Promotion/progression MOS.

(1) *Promotion MOS.*

(a) If this data element is not to be reported, and the progression MOS is not to be reported, enter a slash (/) in the first two boxes.

(b) If this data element is to be reported, get the promotion list MOS for the individual as determined from the local promotion list. Enter that four (4) character promotion list MOS. Enter a slash (/) in the next box.

(c) To delete the promotion MOS and remove current and previous promotion points and dates, enter ØØR/P and enter a period (.) in the next box to end the transaction. (See fig 2-257.)

Ø	Ø	Ø	R	/	P	.
---	---	---	---	---	---	---

Figure 2-257. Example of a promotion MOS code

(2) *Progression MOS.*

(a) Only required to record progression MOS when it differs from current primary MOS. If this data element is to be reported, enter the four character career progression MOS with the skill level Ø (zero). If further data elements are to be reported, enter a slash (/). If no further data elements are to be reported, enter a period (.) in the next box. (See fig 2-258).

7	5	F	Ø	.
---	---	---	---	---

Figure 2-258. Example of a progression MOS code

(b) To delete the progression MOS, enter ØØR and enter a period (.) in the next box to end the transaction. (See fig 2-259.)

Ø	Ø	Ø	R	.
---	---	---	---	---

Figure 2-259. Example of deleting the progression MOS

(c) If this data element is not to be reported, enter a slash (/) in the first two boxes.

(3) *Promotion indicator.* Enter the promotable indicator code P in the next box (promotion indicator is reported only when reporting the promotion MOS).

(a) If the individual is not in pay grades E4 or E5 and/or this is the last data element to be reported, enter a period (.) in the next box to end this transaction. (See fig 2-260.)

7	5	F	2	/	P	.
---	---	---	---	---	---	---

Figure 2-260. Example of a promotion indicator

(b) If this individual is in pay grades E4 or E5 and/or further data elements are to be reported, enter a slash (/) in the next box.

(4) *Current promotion points, year and month.* If this data element is reported, then the promotion points, current, must also be reported.

(a) If this data element is not to be reported, enter a slash (/) in the next two boxes.

(b) If this data element is to be reported, enter the year and month, in that order, in which the individual's current promotion points were determined. Enter a slash (/) in the next box. (See fig 2-261.)

7	5	F	2	/	P	/	8	1	Ø	7	/
---	---	---	---	---	---	---	---	---	---	---	---

Figure 2-261. Example of a current promotion points code

(5) *Promotion points, current.* Get the sum of an individual's current administrative points and latest board points. Enter that three character sum.

(a) If no further data elements are to be reported, enter a period (.) in the next box to end this transaction. (See fig 2-262.)

7	5	F	2	/	P	/	8	1	Ø	7	/	4	5	Ø	.
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

Figure 2-262. Example of a promotion points, current

(b) If no further data elements are to be reported, enter a slash (/) in the next box.

(6) *Previous promotion points, year and month.* If this data element is reported, then the previous promotion points must also be reported.

(a) If this data element is not to be reported, enter a period (.) in the next box to end this transaction.

(b) If this data element is to be reported, enter the year and month, in that order, in which the individual's previous promotion points were determined. Enter a slash (/) in the next box.

(7) *Previous promotion points.* Get the sum of the individual's previous administrative points and previous board points. Enter that three character sum. Enter a period (.) in the next box to end this transaction. (See fig 2-263.)

7	5	F	2	/	P	/	8	1	Ø	7	/	4	5	Ø	/	7	8	Ø	7	/	1	4	5	.
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

Figure 2-263. Example of a previous promotion points code

c. *Format.* See screen format for this procedure at figure 2-264.

TRANSACTION MNEMONIC: PRMS

DATE: ---- NAME: ---- SSN: ----- ORIG: --

PROMOTION/PROGRESSION MOS: ----

PROMOTION INDICATOR: -

CURRENT PROMOTION POINTS YR & MO: ----

PROMOTION POINTS CURRENT: ----

PREVIOUS PROMOTION POINTS YR & MO: ----

PROMOTION POINTS PREVIOUS: ---

ACTION: --

Figure 2-264. Example of a Promotion/Progression MOS (PRMS) Transaction Screen Format

2-175. Procedure 2-81 Race (transaction mnemonic—RACE) (applicable during peacetime/mobilization/wartime)

The purpose of this procedure is to report a correction in an individual's race.

- a. Required reference used in this procedure is DA Pamphlet 600-8, procedure 5-1.
- b. Source used in this procedure is the individual.

2-176. Procedure 2-81 Action

- a. *Control data.* (Data elements used are examples.) Enter the control data in accordance with paragraph 2-7.
- b. *Action data.* (Data elements used are examples.) Race code. Get the correct character code for race from AR 680-29. Enter that one character code. Enter a period (.) in the next box to end this transaction. (See fig 2-265).

M

.

Figure 2-265. Example of a race code

c. *Format.* See screen format for this procedure at figure 2-266.

```

                                TRANSACTION MNEMONIC:  RACE

DATE:  ----   NAME:  ----   SSN:  ----   ORIG:  --
RACE:  -

ACTION:  --

```

Figure 2-266. Example of a Race (RACE) Transaction Format

2-177. Procedure 2-82 Regular army appointment (transaction mnemonic—RAPT) (applicable during peacetime/mobilization/wartime)

a. The purpose of this procedure is to report the appointment of an officer in the regular Army and a change in control and/or basic branch as a result of the regular army appointment.

- (1) Required reference used in this procedure is AR 601-100.
- (2) Source document used in this procedure is DA Form 71.

b. Discussion pertaining to this procedure is as follows:

- (1) The regular army appointment of an officer will cause the service component to be generated.
- (2) This transaction will not process if individual is in a flagged status.

2-178. Procedure 2-82 Action

a. *Control data.* (Data elements used are examples.) Enter the control data in accordance with paragraph 2-7.

b. *Action data.* (Data elements used are examples.) Select the one option that best fits the circumstances:

(1) *Option #1.* No change to control and basic branch. If officer receives regular Army appointment in the same branch as his current control and basic branch, enter a period (.) in the action data area to end this transaction. This action will cause generation of service component R. (See fig 2-267.)

•			
---	--	--	--

Figure 2-267. Example of a no change to control and basic branch code

(2) *Option #2.* Change to control branch only. Find the control branch on the individual's appointment letter. Get the corresponding code for that control branch from AR 680-29. Enter that two character code for the individual's control branch. Enter a period (.) in the next box to end this transaction. (See fig 2-268.)

A	D	.			
---	---	---	--	--	--

Figure 2-268. Example of a change to control branch only code

(3) *Option #3.* Change to basic branch. Enter a slash (/) in the first box. Find the basic branch on the appointment letter. Get the corresponding code for that basic branch from AR 680-29. Enter that two character code for the basic branch. Enter a period (.) in the next box to end this transaction. (See fig 2-269.)

/	A	D	.		
---	---	---	---	--	--

Figure 2-269. Example of a change to basic branch only code

(4) *Option #4.* Change to control branch and basic branch. Do one of the following:

(a) Find the control branch on the individual's appointment letter. Get the corresponding code for that control branch from AR 680-29. Enter that two character code for control branch. Enter a slash (/) in the next box.

(b) Find the basic branch on the individual's appointment letter. Get the corresponding code for that basic branch from AR 680-29. Enter that two character code for control branch. Enter a period (.) in the next box to end this transaction. (See fig 2-270.)

A	D	/	A	D	.
---	---	---	---	---	---

Figure 2-270. Example of a change to control branch and basic branch

c. *Format.* See screen format for this procedure at figure 2-271.

TRANSACTION MNEMONIC: RAPT

DATE: NAME: SSN: ORIG: --

CONTROL BRANCH: --

BASIC BRANCH: --

ACTION: --

Figure 2-271. Example of a Regular Army Appointment (RAPT) Transaction Screen Format

2-179. Procedure 2-83 Regimental affiliation field-directed reassignment (transaction mnemonic—REGA) (applicable during peacetime/mobilization)

The purpose of this procedure is to provide information to PERSCOM and to identify individuals who are scheduled for reassignment from a nonaffiliated unit to a unit to which he or she is affiliated. This procedure is applicable to all personnel.

- a. Required reference used in this procedure is DA Circular 600-82-2.
- b. Source document used in this procedure is orders.

2-180. Procedure 2-83 Action

- a. *Control data.* (Data elements used are examples.) Enter the control data in accordance with paragraph 2-7.
- b. *Action data.* (Data elements used are examples.) Enter the one character regimental affiliation field directed reassignment code. Enter the alphabetic code S. Enter a period (.) in the next box to end this transaction. (See fig 2-272.)

S	.			
---	---	--	--	--

Figure 2-272. Example of a regimental affiliation field directed reassignment code

c. *Format.* See screen format for this procedure at figure 2-273.

```
TRANSACTION MNEMONIC: REGA

DATE: _____ NAME: _____ SSN: _____ ORIG: ____
REG AFF FLD DIR REASSIGNMENT: -

ACTION: __
```

Figure 2-273. Example of a Regimental Affiliation Field Directed Reassignment (REGA) Transaction Screen Format

2-181. Procedure 2-84 Regimental affiliation (transaction mnemonic—REGT) (applicable during peacetime/mobilization)

The purpose of this procedure is to report an individual's regimental affiliation to include the unit number and branch based on the individual's preference.

- a. Required reference used in this procedure is DA Circular 600-82-2.
- b. Source documents used in this procedure are the individual preference statement and guidance received from career managers for officer and warrant officer personnel.

2-182. Procedure 2-84 Action

- a. *Control data.* (Data elements used are examples.) Enter the control data in accordance with paragraph 2-7.
- b. *Action data.* (Data elements used are examples.)
 - (1) Enter the six character regimental affiliation data. In the first four positions, enter the individual's regimental number and in positions 5 and 6, enter the individual's regimental branch (see AR 680-29 for appropriate codes). Enter a period (.) in the next box to end this transaction. (See fig 2-274.)

Figure 2-274. Example of a regimental affiliation data

$\emptyset \quad \emptyset \quad \emptyset \quad \emptyset \quad \emptyset \quad \emptyset$

c. Format. See screen format for this procedure at figure 2-276.

TRANSACTION MNEMONIC: REGT

DATE: ----- NAME: ----- SSN: ----- ORIG: --

REGIMENTAL AFFILIATION: -----

ACTION: --

Figure 2-276. Example of a Regimental Affiliation (REGT) Transaction Screen Format

2-183. Procedure 2-85 Religion (transaction mnemonic—RELG) (applicable during peacetime)

The purpose of this procedure is to report a change in an individual's religious denomination. This procedure pertains to all personnel.

- a. Required references used in this procedure are as follows:
 - (1) AR 640-2-1.
 - (2) DA Pamphlet 600-8, procedure 5-1.
- b. Source for this procedure is the individual.

2-184. Procedure 2-85 Action

- a. *Control data.* (Data elements used are examples.) Enter the control data in accordance with paragraph 2-7.
- b. *Action data.* (Data elements used are examples.) Religious denomination. Get the religious denomination from the appropriate source. Find the corresponding code for religious denomination in AR 680-29. Enter that two character code. Enter a period (.) in the next box to end this transaction. (See fig 2-277.)



Figure 2-277. Example of a religious denomination code

- c. *Format.* See screen format for this procedure at figure 2-278.

TRANSACTION MNEMONIC: RELG

DATE: ----- NAME: ----- SSN: ----- ORIG: --

RELIGIOUS DENOMINATION: --

ACTION: --

Figure 2-278. Example of a Religion (RELG) Transaction Screen Format

2-185. Procedure 2-86 Enlistment/reenlistment (transaction mnemonic—RENL) (applicable during peacetime/mobilization)

a. The purpose of this procedure is to report the immediate enlistment or reenlistment of an individual in the regular Army.

(1) Required references used in this procedure are as follows:

- (a) AR 601-280.
- (b) DA Pamphlet 600-8, procedure 9-12.

(2) Source documents used in this procedure are as follows:

- (a) DD Form 4 series.
- (b) DD Form 1966 series.
- (c) Orders.

b. Discussion pertaining to this procedure is as follows:

(1) It will be noted that even though an individual is actually separated one day and reenlists the next day, the only transaction that will be submitted is the RENL transaction.

(2) Even though the service component is not entered in this transaction, the service component will be changed to R for Regular Army by the system.

(3) Even though the service member has departed, this transaction can be submitted as long as the service member remains in record status code (RSC) X on the SPF. Normally service members remain on the SPF as an inactive record for 60 days unless removed by other actions.

(4) This transaction will not process if individual is in a flagged status.

2-186. Procedure 2-86 Action

a. *Control data.* (Data elements used are examples.)

(1) *Date*. Get the effective date of enlistment or reenlistment from the DD Form 4. Enter that date as year, month and day in that order.

(2) *Remaining control data*. Complete per paragraph 2–7.

b. Action data. (Data elements used are examples.)

(1) *Expiration of term of service (ETS)*. Compute the new ETS from the active duty commitment lead line on the order. Enter that six character date as year, month and day in that order. Enter a slash (/) in the next box.

(2) *Number enlistment/reenlistment*. Get the number from the DD Form 4/1 (for in-service reenlistments), or the DD Form 1966 (for reenlistments from civilian life). Codes are found in AR 680–29. Enter that one position code. Enter a slash (/) in the next box. Only codes 1, 2, or 3 are valid for SIDPERS input.

(3) *Enlistment waiver code*. Find the enlistment waiver code on the DD Form 4/1. Based upon the contents of the DD Form 4, enter the one character code as follows:

Table 2–2
Enlistment waiver codes

Enlistment waiver code	One character code
If DD Form 4/1 enlistment waiver code is:	
W(T)	Enter T
W(M)	Enter M
W(S)	Enter S
W(F)	Enter F
W(J)	Enter J
W(A)	Enter A
W(D)	Enter D
W(P)	Enter P
W(R)	Enter R
W(O)	Enter O
W(E)	Enter E
W(G)	Enter G
W(C)	Enter C
W(B)	Enter B
W(H)	Enter H
W(X)	Enter X
None(0)	Enter 0
Enter a slash (/) in the next box.	

(4) *Bonus indicator code*. Find the bonus indicator code on the DD Form 4/1 and explanation of codes in AR 680–29. Enter that one character code. If no bonus is authorized, a Ø must be entered. Enter a slash (/) in the next box. Do not use code 9 as it will create BIC error mnemonic.

(5) *Reenlistment option code*. Find the reenlistment option code on the DD Form 4/1. Enter that four-character code (valid codes are in app D, AR 680–29). Enter a slash (/) in the next box.

(6) *Movement designator code (MDC)*. Find the MDC lead line on the order. Enter the first two characters of the MDC shown on the MDC lead line. If reenlisting for own vacancy, enter YZ. If bonus MOS or AEA code are not to be reported, enter a period (.) in the next box to end this transaction. (See fig 2–279.)

77Ø7Ø8/1/Ø/N/EØØ8/1M.

Figure 2–279. Example of a movement designator code (MDC)

- (a) If bonus MOS or AEA code are to be reported, enter a slash (/) in the next box.
- (b) If a bonus is not authorized, then bonus MOS need not be reported. Enter an additional slash (/).
- (7) *Bonus MOS*. Enter the bonus MOS from DD Form 1966/7. Enter only the three high order positions. Bonus MOS will not be reported if the bonus indicator code (para b(1)(4) above) is 0 or 1 (regular reenlistment bonus/no bonus). If AEA code and AEA termination date are not to be reported, enter a period (.) in the box to end this transaction. (See fig 2-280.) If AEA code and AEA termination date are to be reported, enter a slash (/) in the next box.

7	7	0	7	0	8	/	1	/	0	/	N	/	E	0	0	8	/	1	m	/	7	1	B	.
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

Figure 2-280. Example of a bonus MOS

- (8) *Assignment eligibility availability (AEA) code*. Determine the AEA code that applies by checking the source document against Chapter 2, AR 614-200. Enter the one character AEA code. Enter a slash (/) in the next box.
- (9) *AEA termination date*. Enter the four character year and month AEA code termination date in that order. This date must be a future date. Enter a period (.) in the next box to end this transaction. (See fig 2-281.)

7	7	0	7	0	8	/	1	/	0	/	N	/	E	0	0	8	/	1	m	/	7	1	B	/	U	/	7	8	0	7	.
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

Figure 2-281. Example of a AEA termination date code

- c. *Format*. See screen format for this procedure at figure 2-282.

TRANSACTION MNEMONIC: RENL

DATE: _____ NAME: _____ SSN: _____ ORIG: _____

ETS: _____

NO TIMES ENLISTED/REENLISTED: -

ENLISTMENT/REENLISTMENT WAIVER CODE: -

ENLISTMENT/REENLISTMENT BONUS IND CODE: -

ENLISTMENT OPTION CODE: _____

MDC: -

VARIABLE REENLISTMENT BONUS MOS: -

AEA CODE: -

AEA TERMINATION DATE: _____

ACTION: -

Figure 2-282. Example of an Enlistment/Reenlistment (RENL) Transaction Screen Format

2-187. Procedure 2-87 Reserve promotion (transaction mnemonic—RPRM) (applicable during peacetime)

The purpose of this procedure is to report a promotion to USAR permanent grade (ILT or CW2) and date of rank (DOR). This procedure pertains to officers only.

a. Required references used in this procedure are as follows:

- (1) AR 135-155.
- (2) AR 600-20.
- (3) AR 624-100.
- (4) DA Pamphlet 600-8, procedure 5-1.

b. Source documents used in this procedure are as follows:

- (1) DA Form 4037.
- (2) Promotion or appointment letter or order.

2-188. Procedure 2-87 Action

a. *Control data.* (Data elements used are examples.) Enter the control data in accordance with paragraph 2-7.

b. *Action data.* (Data elements used are examples.)

(1) *Permanent grade.* Enter the three character code, ILT, if commissioned officer, and CW2 if warrant officer. Enter a slash (/) in the next box.

(2) *Permanent date of rank.* Enter the permanent date of rank as year, month and day in that order. Enter a period (.) in the next box to end this transaction. (See fig 2-283.)

1	L	T	/	7	8	0	7	0	2	.
---	---	---	---	---	---	---	---	---	---	---

Figure 2-283. Example of a permanent date of rank code

c. *Format.* See screen format for this procedure at figure 2-284.

TRANSACTION MNEMONIC: RPRM

DATE: ----- NAME: ----- SSN: ----- ORIG: --

PERMANENT GRADE: ---

PERMANENT DOR: -----

ACTION: --

Figure 2-284. Example of a Reserve Promotion (RPRM) Transaction Screen Format

2-189. Procedure 2-88 Revocation of transfer data record (transaction mnemonic—RTDR) (applicable during peacetime/mobilization/wartime)

The purpose of this procedure is to revoke a transfer data record that should not be in the SIDPERS personnel file (SPF) based upon the revocation of an individual's assignment orders. A TDR will be automatically deleted 60 days after the reporting date or upon reorganization of the SPF.

2-190. Procedure 2-88 Action

- a. *Control data.* (Data elements used are examples.) Enter the control data in accordance with paragraph 2-7.
- b. *Action data.* (Data elements used are examples.) Enter a period in the first box to end this transaction. No other action data is required. (See fig 2-285.)



Figure 2-285. Example of an action data code

c. *Format.* See screen format for this procedure at figure 2-286.

```
TRANSACTION MNEMONIC: RTDR

DATE: ----- NAME: ----- SSN: ----- ORIG: --

ACTION: --
```

Figure 2-286. Example of a Revocation of Transfer Data Record (RTDR) Transaction Screen Format

2-191. Procedure 2-89 State bar membership (transaction mnemonic—SBAR) (applicable during peacetime)

The purpose of this procedure is to report the state and year of bar membership for judge advocate general commissioned officers.

- a. Required reference used in this procedure is DA Pamphlet 600-8, procedure 5-1.
- b. Source documents used in this procedure are as follows:
 - (1) Certificate.
 - (2) DA Form 4037.

2-192. Procedure 2-89 Action

- a. *Control data.* (Data elements used are examples.) Enter the control data in accordance with paragraph 2-7.
- b. *Action data.* (Data elements used are examples.)
 - (1) *Type of change.* Enter A=Add or D=Delete. Enter a slash (/) in the next box. This data item must be reported.

(2) *Year of bar exam.* Enter the two character code for the year of the bar exam as listed in the certificate of completion. This data element must be reported.

(a) If the type of change is D, enter a period (.) in the next box to end this transaction. (See fig 2-287.)

D	/	8	1	.
---	---	---	---	---

Figure 2-287. Example of a year of bar exam code

(b) If the type of change is A, enter a slash (/) in the next box.

(3) *State of bar exam.* Get the state of the bar exam from the source document(s) provided by the individual. Enter the two character code for that state as listed in Appendix B, AR 680-29. Enter a slash (/) in the next box.

(4) *Branch.* Enter the two character code for the branch as listed in AR 680-29. Enter a period (.) in the next box to end this transaction. (See fig 2-288.)

A	/	8	1	/	ø	9	/	J	A	.
---	---	---	---	---	---	---	---	---	---	---

Figure 2-288. Example of a branch code

c. *Format.* See screen format for this procedure at figure 2-289.

TRANSACTION MNEMONIC: SBAR

DATE: NAME: SSN: ORIG: --

TYPE OF CHANGE: --

YEAR OF BAR EXAM: --

STATE OF BAR EXAM: --

BRANCH: --

ACTION: --

Figure 2-289. Example of a State Bar Membership (SBAR) Transaction Screen Format

2-193. Procedure 2-90 Special duty assignment pay (transaction mnemonic—SDAP) (applicable during peacetime)

a. The purpose of this procedure is to report the award or termination of special duty assignment pay for an individual based upon orders. This procedure is applicable to enlisted personnel only.

- (1) Required reference used in this procedure is AR 600-200.
- (2) Source document used in this procedure is orders.

b. Special duty assignment pay is applicable only to drill sergeants, career counselors and recruiters while assigned to the appropriate authorized position and performing the duty. Drill sergeants must possess the SQI X in both PMOS and DMOS and career counselors must possess PMOS 79D and recruiters must possess PMOS 00E to be eligible for special duty assignment pay.

2-194. Procedure 2-90 Action

a. Control data. (Data elements used are examples.)

(1) *Date.* Get the effective date of the award/termination from the order. Enter that date as year, month, and day, in that order.

(2) *Complete remaining control data in accordance with paragraph 2-7.*

b. Action data. (Data elements used are examples.) Special duty assignment pay status. Find the special duty assignment pay status on the action lead line on the order.

(1) If the response to action lead line is terminated, enter a zero (0) in the first box of action data.

(2) If the response to the awarded lead line is other than NA or blank, get the special duty assignment pay status code from AR 680-29, based upon the response to the lead line. Enter the one character special duty assignment pay status code in the first box of action data area. Enter a period (.) in the next box to end this transaction. (See fig 2-290.)



Figure 2-290. Example of a special duty assignment pay status code

c. *Format.* See screen format for this procedure at figure 2-291.

```
TRANSACTION MNEMONIC: SDAP
DATE: ----- NAME: ----- SSN: ----- ORIG: --
SPECIAL DUTY ASSIGNMENT PAY STATUS: -
ACTION: --
```

Figure 2-291. Example of a Special Duty Assignment Pay (SDAP) Transaction Screen Format

2-195. Procedure 2-91 Separation/discharge/retirement (transaction mnemonic—SEP) (applicable during peacetime/mobilization/wartime)

a. The purpose of this procedure is to report the separation, discharge or retirement of an individual from active Army duty by the separation transfer point. See procedure 2-76 for NX supplemental data to be reported upon separation.

(1) Required references used in this procedure are as follows:

- (a) AR 635-10.
- (b) AR 680-1.
- (c) DA Pamphlet 600-8-11.
- (d) DA Pamphlet 600-8, procedure 9-7.

(2) Source documents used in this procedure are as follows:

- (a) DD Form 214.
- (b) DA Form 2.

(c) (*Rescinded.*)

(d) Orders.

b. Discussion pertaining to this procedure is as follows:

(1) This procedure pertains to all personnel. If an individual is being separated for the purposes of a change in his/her status (e.g. enlisted to warrant officer), the individual will be separated in one cycle and accessed in his/her new status in the next cycle. If a service member has been previously DFR (TCN 942 or 950), notify the SIB analyst so he/she can process a pass record N type transaction.

(2) If the individual is being separated for the purpose of a change in status (e.g., enlisted to warrant officer) then the date remains the same as indicated on the DD Form 214. The individual will be accessed in his or her new status as of 0001 hours on the date following the established date of separation.

(3) If the individual is being separated from the service for reasons other than those stated above, then add 1 day to the date indicated on the DD Form 214 (e.g., if the effective date of separation is 31 August 1982, adding 1 day makes the date 1 September 1982). The reason 1 day is added to the effective date of separation/discharge/retirement is because active Army personnel separated/discharged/retired must be counted on the rolls of the active Army strength as of 0001 hours until 2400 on the established separation/discharge/retirement date. These individuals are losses from the active Army strength as of 0001 hours on the date following the established separation/discharge/retirement date.

2-196. Procedure 2-91 Action

a. *Control data.* (Data elements used are examples.)

(1) *Date.* Get the effective date of separation/ discharge/retirement from the DD Form 214. If the effective date of separation/discharge/retirement is different from the date that his transaction is submitted, enter the date of the transaction here and the effective date of separation/discharge/retirement in paragraph b (8).

(2) *Remaining control data.* Complete per paragraph 2-7.

b. *Action data.* (Data elements used are examples) Peacetime/Mobilization:

(1) *Unit processing code (UPC).* Get your UPC from the letter of instruction (LOI) published at your local Personnel Automation Section (PAS). Enter that five-character UPC and enter a slash (/) in the next box.

(2) *Type of transfer or discharge.* Find the type of transfer or discharge on the DD Form 214. Get the corresponding code for the type of transfer or discharge from AR 680-29. Enter that one character code. Enter a slash (/) in the next box. In cases of mobilized individuals of the Army National Guard and US Army Reserve being released from active duty for the purpose of reentering on active duty as a member of a mobilized unit, enter the code K followed by a period (.) to end this transaction.

(3) *Separation program designation (SPD).* Get the individual's SPD from the DD Form 214. If no DD Form 214 was issued, get the TCN from Chapter 4, Section V, AR 680-29. Enter that three character SPD/TCN and enter a slash (/) in the next box.

(4) *Separation document issued/Character of service.* Find the separation document issued/character of service on the individual's DD Form 214, or separation orders, as appropriate. Get the corresponding codes from AR 680-29. Enter a slash (/) in the next box.

(5) *Servicemens group life insurance (SGLI) coverage.* Get the amount of SGLI coverage at the time of separation from item 10 on the individual's DD Form 214. Get the corresponding code for the SGLI coverage from AR 680-29. If no coverage was selected, code 00 should be entered. Enter a slash (/) in the next box. This data element must be reported.

(6) *Eligibility for immediate enlistment/reenlistment.* Find the eligibility for immediate enlistment/reenlistment code on the DD Form 214. Get the corresponding code for the eligibility for immediate enlistment/reenlistment from AR 680-29. Enter that two character code and enter a slash (/) in the next box. This data element pertains to enlisted personnel only. Enter a slash (/) if individual is an officer.

(7) *Assignment code of last major command.* Do one of the following:

(a) If this data element is not being reported, enter a slash (/) in the next box.

(b) If this data element is to be reported, find the last duty assignment and major command on the DD Form 214. Get the corresponding assignment code of the last major command from AR 680-29. Enter that two character code. Enter a slash (/) in the next box.

(8) *Date of separation.* If date of separation is the same as the date of this transaction, enter that date and then do one of the following:

(a) If the individual is an officer/warrant officer, enter a period (.) in the next box to end this transaction. (See fig 2-292.)

1	E	8	A	A	/	A	/	J	E	T	/	A	A	/	1	5	/	3	Ø	/	E	B	/	8	2	Ø	7	Ø	1	.
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

Figure 2-292. Example of a date of separation code, if officer or warrant officer

(b) If the individual is enlisted and the type of separation is code A, enter a period (.) in the next box to end this transaction and go to paragraph d.

(c) If the individual is enlisted and the type of separation is code A, but the individual has/does not have a reserve obligation and does not desire immediate enlistment in the Individual Ready Reserve (IRR) enter a period (.) in the next box to end this transaction. (See fig 2-293.)

1	E	8	A	A	/	A	/	J	E	T	/	A	A	/	1	5	/	3	Ø	/	E	B	/	8	2	Ø	7	Ø	1	.
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

Figure 2-293. Example of a date of separation code, if enlisted

(d) If none of the above apply, enter a slash (/) in the next box.

(9) *If the date of separation is different from the date of this transaction.* Get the date of separation from the DD Form 214. Follow the guidance outlined in paragraph a(1)(a) of this procedure and enter the date as year, month, and day in that order. After the data has been entered, do one of the following.

(a) If the individual is an officer/warrant officer, enter a period (.) in the next box to end this transaction. (See fig 2-294.)

1	E	8	A	A	/	A	/	J	E	T	/	A	A	/	1	5	/	3	Ø	/	E	B	/	8	2	Ø	7	Ø	1	.
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

Figure 2-294. Example of a date of separation code, if different from the date of this transaction for an officer or warrant officer

(b) If the individual is enlisted and the type of separation is not code A, enter a period (.) in the next box to end this transaction. (See fig 2-295.)

1	E	8	A	A	/	A	/	J	E	T	/	A	A	/	1	5	/	3	Ø	/	E	B	/	8	2	Ø	6	Ø	1	.
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

Figure 2-295. Example of a date of separation code, if different from the date of this transaction for an enlisted

(c) If the individual is enlisted and the type of separation is code A but the individual has/does not have a reserve obligation and does not desire immediate enlistment in the IRR, enter a period (.) in the next box to end this transaction. (See fig 2-296.)

1	E	8	A	A	/	A	/	J	E	T	/	A	A	/	1	5	/	3	Ø	/	E	B	/	8	2	Ø	6	Ø	1	.
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

Figure 2-296. Example of a date of separation code, if enlisted and does not desire emmediate enlistment in the IRR

(d) If none of the above apply, enter a slash (/) in the next box.

(10) *Separation to the IRR indicator code.* This data element is only reported in peacetime. If the individual who is being separated from the active Army has no reserve obligation and desires to be immediately enlisted/accessed in the IRR, enter the one character code R. This data element pertains to enlisted personnel only. Code R may only be entered if the type of separation is code A. Enter a period (.) in the next box. (See fig 2-297.)

1	E	8	A	A	/	A	/	J	E	T	/	A	A	/	2	5	/	3	Ø	/	E	Ø	/	8	2	Ø	6	Ø	1	/	R	.
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

Figure 2-297. Example of a separation to the IRR indicator code

c. *Action data.* (Data elements used are examples.) Wartime.

(1) *Unit processing code (UPC).* Get your UPC from the PAS LOI published at your local Personnel Automation Section (PAS). Enter that five-character UPC and enter a slash (/) in the next box.

(2) *Type of transfer or discharge.* Find the type of transfer or discharge on the DD Form 214. Get the corresponding code for the type of transfer or discharge from AR 680-29. Enter that one character code. Enter a slash (/) in the next box. In cases of mobilized individuals of the Army National Guard and US Army Reserve being released from active duty for the purpose of reentering on active duty as a member of a mobilized unit, enter the code K followed by a period to end the transaction. (See fig 2-298.)

1	E	8	A	A	/	A	/	K	.
---	---	---	---	---	---	---	---	---	---

Figure 2-298. Example of a type of transfer or discharge code

(3) *Separation program designator (SPD).* Get the individual's SPD from the DD Form 214. Enter that three character SPD. If no DD Form 214 was issued, get the TCN from AR 680-29. Enter that three character TCN. Enter a slash (/) in the next box.

(4) *Separation document issued/Character of service.* Find the separation document issued/character of service on the individual's DD Form 214, or separation orders, as appropriate. Get the corresponding codes from AR 680-29. Enter a slash (/) in the next box.

(5) *Servicemen's group life insurance (SGLI) coverage.* Get the amount of SGLI coverage at the time of separation from item 10 on the individual's DD Form 214. Get the corresponding code for the SGLI coverage from AR 680-29. If no coverage was selected, code Ø should be entered. Enter a period (.) in the next box to end this transaction. (See fig 2-299.)

1	E	8	A	A	/	A	/	J	E	T	/	A	A	/	2	5	.
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

Figure 2-299. Example of a servicemen's group life insurance (SGLI) coverage code

d. *OSTR*. Have the unit prepare an OSTR transaction in accordance with procedure 2-20, DA Pamphlet 600-8-1. Only one OSTR transaction will be submitted for the reporting period.

e. *Format*. See screen formats for this transaction at figures 2-300 through 2-302.

```
TRANSACTION MNEMONIC: SEP
DATE: _____ NAME: _____ SSN: _____ ORIG: ---
UPC: _____
TYPE OF TRANSFER OR DISCHARGE: -
SPD: ---
SEPN-DOC-ISSUED/CHAR-SVC: --
SGLI-COVG: --
ELIG-IMMED-ENL-REFNL: --
ASSIGNMENT CODE LAST MAJOR CMD: --
DATE OF SEPARATION: _____
SEPARATION TO IRR INDICATOR CODE: -
ACTION: --
```

Figure 2-300. Example of a Separation/Discharge/Retirement (SEP) Peacetime Transaction Screen Format

```

                                TRANSACTION MNEMONIC: SEP
DATE: _____ NAME: _____ SSN: _____ ORIG: --
UPC: _____
TYPE OF TRANSFER OR DISCHARGE: -
SPD: ---
SEPN-DOC-ISSUED/CHAR-SVC: --
SGLI-COVG: --
ELIG-IMMED-ENL-REENL: --
ASSIGNMENT CODE LAST MAJOR CMD: --
DATE OF SEPARATION: _____

ACTION: --

```

Figure 2-301. Example of a Separation/Discharge/Retirement (SEP) Mobilization Transaction Screen Format

TRANSACTION MNEMONIC: SEP

DATE: ----- NAME: ----- SSN: ----- ORIG: --

UPC: -----

TYPE OF TRANSFER OR DISCHARGE: -

SPD: ---

SEPN-DOC-ISSUED/CHAR-SVC: --

SGLI-COVG: --

ACTION: --

Figure 2-302. Example of a Separation/Discharge/Retirement (SEP) Wartime Transaction Screen Format

2-197. Procedure 2-92 Sex (transaction mnemonic—SEX) (applicable during peacetime/mobilization/wartime)

The purpose of this procedure is to report or correct the sex code of an individual.

a. Required references used in this procedure are as follows:

- (1) AR 640-2-1.
- (2) DA Pamphlet 600-8, procedure 5-1.

b. Source documents used in this procedure are as follows:

- (1) Birth certificate.
- (2) Individual.

c. When this transaction is submitted, a five-card JUMPS transaction is also prepared for the USAFAC master military pay file (MMPF), Ft. Ben Harrison, IN.

2-198. Procedure 2-92 Action

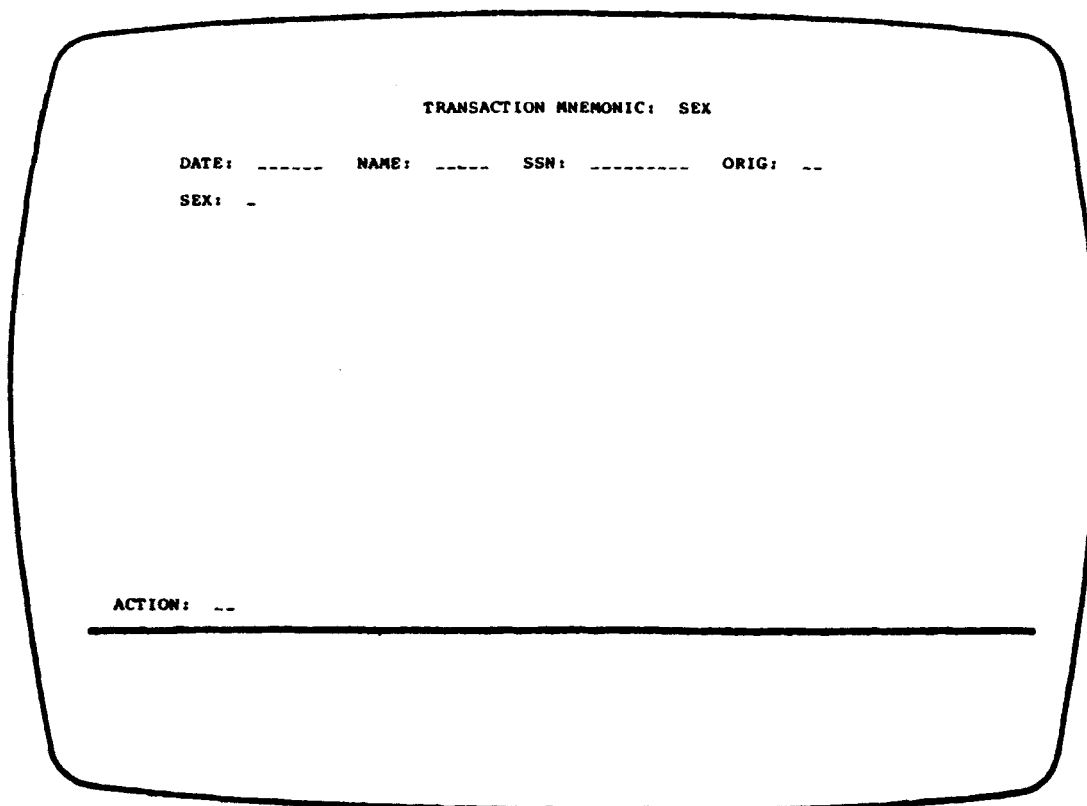
a. Control data. (Data elements used are examples.) Enter the control data in accordance with paragraph 2-7.

b. Action data. (Data elements used are examples.) Sex. Determine the correct sex code from the source documents provided by the individual. Enter the appropriate code as stated in AR 680-29. Enter a period in the next box to end this transaction. (See fig 2-303.)



Figure 2-303. Example of a sex code

c. *Format.* See screen format for this transaction at figure 2-304.



```

      TRANSACTION MNEMONIC: SEX

DATE: _____ NAME: _____ SSN: _____ ORIG: __
SEX:  -

ACTION:  __

```

Figure 2-304. Example of a Sex (SEX) Transaction Screen Format

2-199. Procedure 2-93 Secondary military occupational specialty (transaction mnemonic—SMOS) (applicable during peacetime/mobilization)

The purpose of this procedure is to report a change in an enlisted individual's secondary military occupational specialty code (SMOSC).

a. Required references used in this procedure are as follows:

- (1) AR 611-201.
- (2) AR 600-200.

b. Source document used in this procedure is orders.

2-200. Procedure 2-93 Action

a. *Control data.* (Data elements used are examples.) Enter the control data in accordance with paragraph 2-7.

b. *Action data.* (Data elements used are examples.)

(1) *SMOS*. Get the SMOSC from the individual's orders. Enter that SMOS. To delete a SMOSC, enter ~~XXXX~~ If the enlisted individual's SMOS does not have a suffix, enter the alpha letter O as the fifth character of the SMOSC.

(a) If the SMOS ASI is not to be reported or withdrawn or the SMOS ASI and awarded AMOS ASI are the same, enter a period (.) in the next box to end this transaction. (See fig 2-305.)

7	4	F	2	O	.
---	---	---	---	---	---

Figure 2-305. Example of a SMOS code not to be reported or withdrawn

(b) If the SMOS ASI is to be reported, enter a slash (/) in the next box.

(2) *SMOS ASI*. SMOS ASI must be reported if there is an add, change, or delete to the SMOSC and previous reported SMOS ASI is not compatible with the reported add, change, or delete. If new SMOSC is awarded without an ASI, ~~ØØ~~ must be entered in the ASI field. Get the SMOS ASI from the individual's orders. Enter that two character SMOS ASI. Ensure that SMOS ASI agrees with SMOS. To delete a SMOS ASI, enter ~~ØØ~~ Enter a period (.) in the next box to end this transaction. (See fig 2-306.)

7	4	F	2	O	/	W	6	.
---	---	---	---	---	---	---	---	---

Figure 2-306. Example of a SMOS ASI code

c. *Format*. See screen format for this procedure at figure 2-307.

TRANSACTION MNEMONIC: SMOS

DATE: ---- NAME: ---- SSN: ----- ORIG: --

SMOS: ----

SMOS ASI: --

ACTION: --

Figure 2-307. Example of a Secondary Military Occupational Specialty (SMOS) Transaction Screen Format

2-201. Procedure 2-94 Special pay (transaction mnemonic—SPAY) (applicable during peacetime)

The purpose of this procedure is to report the award or termination of an individual's special pay based upon orders.

a. Required references used in this procedure are as follows:

- (1) Department of Defense pay manual.
 - (2) DA Pamphlet 600-8, procedure 5-1.
- b. Source document used in this procedure is orders.

2-202. Procedure 2-94 Action

a. *Control data.* (Data elements used are examples.) Enter the control data in accordance with paragraph 2-7.

b. *Action data.* (Data elements used are examples.)

(1) *JUMPS action code.* Enter the four character JUMPS action code based upon the action indicated on the orders and enter a slash (/) in the next box.

(a) To award special pay, enter AUTH.

(b) To terminate special pay, enter STOP.

(2) *Special pay code.* Find the type duty on the orders. Based upon the orders, get the appropriate special pay code from AR 680-29. Enter that three, four or five character code. Enter a period (.) in the next box to end this transaction. (See fig 2-308.)

AUTH/HSTL.

Figure 2-308. Example of a special pay code

c. *Format.* See screen format for this procedure at figure 2-309.

TRANSACTION MNEMONIC: SPAY

DATE: ----- NAME: ----- SSN: ----- ORIG: --

ACTION CODE JUMPS: -----

SPECIAL PAY CODE: -----

ACTION: --

Figure 2-309. Example of a Special Pay (SPAY) Transaction Screen Format

2-203. Procedure 2-95 Spouse data record (transaction mnemonic—SPDR) (applicable during peacetime)

The purpose of this procedure is to report an active military spouse's social security number, military personnel class, and DOD component of active duty. This procedure can also be used to report a change in military spouse's social security number or to delete a military spouse's data record.

- a. Required reference used in this procedure is AR 614-200.
- b. Source documents used in this procedure are as follows:
 - (1) DA Form 2.
 - (2) Supporting documents (marriage certificate, etc., furnished by the individual).

2-204. Procedure 2-95 Action

- a. *Control data.* (Data elements used are examples.) Enter the control data in accordance with paragraph 2-7.
- b. *Action data.* (Data elements used are examples.)

(1) *Type of change.* Enter A=Add, C=Change, or D=Delete. This data element must be reported. Enter a slash (/) in the next box. If type of change is A, then SSN-MIL-SPOUSE, MIL-PERS-CLASS-AD-SPOUSE and DOD-COMP-AD-SPOUSE must be reported.

(2) *Social security number, military spouse of a service member.* Enter spouse's nine digit social security number. This data element must be reported. Do one of the following:

(a) If reporting further data elements, enter a slash (/) in the next box.

(b) If no further data elements are to be reported and/or the type of change is D, enter a period (.) in the next box to end this transaction. (See fig 2-310.)

D	/	2	2	2	3	3	4	4	4	4	.
---	---	---	---	---	---	---	---	---	---	---	---

Figure 2-310. Example of a social security number code for military spouse of a service member

(3) *Military personnel class of active duty spouse.* If this data element is not to be reported and further data elements are to be reported, enter a slash (/) in the next box. If this data element is to be reported, enter the one character code for military personnel class of the active duty spouse. One character codes to be used are O=Officer, W=Warrant Officer, and E=Enlisted. Do one of the following:

(a) If no further data elements are to be reported, enter a period (.) in the next box to end this transaction. (See fig 2-311.)

C	/	2	2	2	3	3	4	4	4	4	/	E	.
---	---	---	---	---	---	---	---	---	---	---	---	---	---

Figure 2-311. Example of a military personnel class of active duty spouse code

(b) If further data elements are to be reported, enter a slash (/) in the next box.

(4) *DOD component of active duty spouse.* If this data element is not to be reported and further data elements are to be reported, enter a slash (/) in the next box. If this data element is to be reported, enter the one-character code indicating the service of which the spouse is a member. The following codes apply: A=Army, F=Air Force, N=Navy, M=Marines, and P=Coast Guard. Do one of the following:

(a) If no further data elements are to be reported, enter a period (.) in the next box to end this transaction. (See fig 2-312.)

A	/	2	2	2	3	3	4	4	4	4	/	E	/	A	.
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

Figure 2-312. Example of a DOD component of active duty spouse code

(b) If further data elements are to be reported, enter a slash (/) in the next box.

(5) *Change to social security number of military spouse of a service member.* This data element is only reported when the type of change is C, and the social security number of the military spouse of a service member is being changed. Do one of the following:

(a) If this data element is not to be reported, you should have ended this transaction with a period (.) in the next box immediately after the last data element that was reported.

(b) If this data element is to be reported, enter the new nine character social security number. Then enter a period (.) in the next box to end the transaction. (See fig 2-313.)



Figure 2-313. Example of a change to social security number of military spouse of a service member code

c. *Format.* See screen format for this procedure at figure 2-314.

```
TRANSACTION MNEMONIC: SPDR

DATE: --- NAME: --- SSN: --- ORIG: ---
TYPE OF CHANGE: - SSN OF SPOUSE: --- MPC OF ACTIVE DUTY SPOUSE: -
DOD COMP OF ACTIVE DUTY SPOUSE: - CHG TO SSN OF SPOUSE: ---

ACTION: ---
```

Figure 2-314. Example of the SPDR Transaction Screen

2-205. Procedure 2-96 Skill qualification test (transaction mnemonic—SQT) (applicable during peacetime)

The purpose of this procedure is to obtain the SQT Transmittal Roster (P87) from the Personnel Automation Section (PAS) and to update the SIDPERS Personnel File (SPF) with the date the SQT was administered. This procedure pertains to enlisted personnel only.

a. Required references used in this procedure are as follows:

- (1) DA Pamphlet 600-8.
- (2) DA Pamphlet 600-8-6.

b. Source documents used in this procedure are as follows:

- (1) USAEREC Form 10A.
- (2) Individual soldier's report.
- (3) PAS LOI.

2-206. Procedure 2-96 Action

a. *Control data.* (Data elements used are examples.) Enter the control data in accordance with paragraph 2-7.

b. *Action data.* (Data element used are examples.)

(1) *Date SQT administered.* Enter year and month that the individual completed the written component of the SQT. This data must agree with the year and month indicated on the individual's written component answer sheet. Enter a slash (/) in the next box.

(2) *Four character PMOS.* Enter the individual's four (4) character PMOS or SMOS contained in the test announcement circular (TAC). Enter a slash (/) in the next box.

(3) *Test control officer (TCO) number.* Enter the three character TCO number. Use leading zeros when applicable. Enter a slash (/) in the next box.

(4) *Unit processing code (UPC).* Enter the UPC for the unit of assignment of the individual. Obtain the UPC from the letter of instruction (LOI) published by the servicing SIB. Enter a period (.) in the next box to end this transaction. (See fig 2-315.)

8	2	0	5	/	1	1	B	2	/	0	8	6	/	1	E	8	A	A	.
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

Figure 2-315. Example of a Unit Processing Code (UPC)

c. *Format.* See screen format for this procedure at figure 2-316.

TRANSACTION MNEMONIC: SQT

DATE: _____ NAME: _____ SSN: _____ ORIG: —

YEAR-MONTH SQT: _____

FOUR CHARACTER PMOS: _____

TEST CONTROL OFFICER NUMBER: _____

UPC: _____

ACTION: —

Figure 2-316. Example of a Skill Qualification Test (SQT) Transaction Screen Format

2-207. Procedure 2-97 Social security number (transaction mnemonic—SSAN) (applicable during peacetime/mobilization/wartime)

The purpose of this procedure is to report a change or correction to an individual's social security number (SSN).

a. Required references used in this procedure are as follows:

- (1) AR 600-2.
- (2) DA Pamphlet 600-8, procedure 5-1 and 9-5.

b. Source document used in this procedure is the social security card.

2-208. Procedure 2-97 Action

- a. Control data.* (Data elements used are examples.) Enter the control data in accordance with paragraph 2-7.
- b. Action data.* (Data elements used are examples.) SSN. Get the new social security number from the individual's new social security card. Enter the social security number. Enter a period (.) in the next box to end this transaction. (See fig 2-317.)

2	2	2	3	3	4	4	4	5	.
---	---	---	---	---	---	---	---	---	---

Figure 2-317. Example of a SSN code

c. *Format.* See screen format for this procedure at figure 2-318.

```

                                TRANSACTION MNEMONIC: SSAN

DATE: ----   NAME: ----   SSN: ----   ORIG: --
SSAN: ----

ACTION: --

```

Figure 2-318. Example of a Social Security Number (SSAN) Transaction Screen Format

2-209. Procedure 2-98 Transfer of an officer to another armed service (transaction mnemonic—TRAN) (applicable during peacetime/mobilization/wartime)

The purpose of this procedure is to report the transfer of an officer to another armed service.

a. Required references used in this procedure are as follows:

- (1) AR 310-10.
- (2) AR 614-120.
- (3) AR 635-5.
- (4) AR 640-2-1.

b. Source documents used in this procedure are as follows:

- (1) Letter of instruction (LOI).
- (2) Orders.

2-210. Procedure 2-98 Action

a. *Control data.* (Data elements used are examples.)

(1) *Date.* Get the date of the transfer from the effective date lead line on the order. If the effective date lead line is blank, use the date of the order. Enter that effective date as year, month and day in that order.

(2) *Remaining control data.* Complete per paragraph 2-7.

b. *Action data.* (Data elements used are examples.)

(1) *Separation program designator (SPD).* Enter the three-character SPD MGP. Enter a slash in the next box.

(2) *Unit processing code (UPC)*. Get the UPC from the LOI published by your PAS. Enter that five-character UPC. Enter a period (.) in the next box to end this transaction. (See fig 2-319.)

MGP/1E8AA.

Figure 2-319. Example of a Unit Processing Code (UPC)

c. *Format*. See screen format for this procedure at figure 2-320.

TRANSACTION MNEMONIC: TRAN

DATE: _____ NAME: _____ SSN: _____ ORIG: --

SPD: ---

UPC: -----

ACTION: --

Figure 2-320. Example of a Transfer of an Officer to Another Armed Service (TRAN) Transaction Screen Format

2-211. Procedure 2-99 Enlistment/variable reenlistment/selective reenlistment bonus MOS (transaction mnemonic—VRBM) (applicable during peacetime)

The purpose of this procedure is to report/change an enlisted individual's bonus MOS.

a. Required references used in this procedure are as follows:

- (1) AR 600-200.
- (2) AR 601-210.
- (3) AR 601-280.
- (4) AR 611-201.

b. Source documents used in this procedure are as follows:

- (1) DA Form 4.
- (2) DD 1966.
- (3) DA Circular 611 series.
- (4) Orders.

2-212. Procedure 2-99 Action

a. *Control data.* (Data elements used are examples.) Enter the control data in accordance with paragraph 2-7.

b. *Action data.* (Data elements used are examples.)

(1) *Variable reenlistment bonus MOS.*

(a) If this data element is not to be reported, enter a slash (/) in the first box and go to subparagraph b.

(b) If this data element is to be reported, get the variable reenlistment bonus MOS from the enlistment/reenlistment orders or other appropriate source documents. Enter the three-character code. To delete a variable reenlistment bonus MOS, enter 000. Note that if the variable reenlistment bonus MOS be deleted, the bonus date and bonus indicator code will also be deleted. If further data elements are to be reported, enter a slash (/) in the next box. If no further data elements are to be reported, enter a period (.) in the next box. (See fig 2-321.)

7	4	C	.			
---	---	---	---	--	--	--

Figure 2-321. Example of a variable reenlistment bonus MOS code

(2) *Variable reenlistment bonus date.*

(a) If this data element is not to be reported, enter a slash (/) in the next box.

(b) If this data element is to be reported, get the variable reenlistment bonus date from the appropriate source documents and enter that date as year, month, and day, in that order. Note that if the bonus date is being changed and the bonus MOS is not being reported, the bonus indicator code must also be reported. If no further data elements are to be reported, enter a period (.) in the next box to end this transaction. (See fig 2-322.) If further data elements are to be reported, enter a slash (/) in the next box.

7	4	C	/	8	2	0	6	1	5	.
---	---	---	---	---	---	---	---	---	---	---

Figure 2-322. Example of a variable reenlistment bonus date code

(3) *Enlistment/reenlistment bonus indicator.* Get the enlistment/reenlistment bonus indicator from the DD Form 4. Enter that one character code. Enter a period (.) in the next box to end this transaction. (See fig 2-323.)

7	4	C	/	8	2	0	6	1	5	/	H	.
---	---	---	---	---	---	---	---	---	---	---	---	---

Figure 2-323. Example of a enlistment/reenlistment bonus indicator code

c. *Format.* See screen format for this procedure at figure 2-324.

```
TRANSACTION MNEMONIC: VRBM

DATE: ____ NAME: ____ SSN: ____ ORIG: ____

VRB-MOS: ____

VRB DATE: ____

ENLISTMENT/REENLISTMENT BONUS IND: -

ACTION: ____
```

Figure 2-324. Example of an Enlistment/Variable Reenlistment/Selective Reenlistment Bonus MOS (VRBM) Transaction Screen Format

2-213. Procedure 2-100 Year and month of photograph (transaction mnemonic—YMPS) (applicable during peacetime)

a. The purpose of this procedure is to report the year and month a photograph was taken for enlisted personnel in grade E6 through E9; warrant officers in grades W1 through W4; and commissioned officers in grades O2 through O10.

(1) Required references used in this procedure are as follows:

(a) AR 640-30.

(b) DA Pamphlet 600-8, procedure 6-2.

(2) Source documents used in this procedure are as follows:

(a) DA Form 2496.

(b) Photograph.

b. Discussion pertaining to this procedure is as follows:

(1) Each individual promoted to First Lieutenant and all enlisted personnel promoted to grade E-6 will have an initial photograph made within 60 days after their promotion.

(2) Photographs will be taken periodically during the individual's birth month according to the schedule indicated in AR 640-30.

2-214. Procedure 2-100 Action

a. *Control data.* (Data elements used are examples.) Enter the control data in accordance with paragraph 2-7.

b. *Action data.* (Data elements used are examples.) Year and month of photograph. Get the year and month that the photograph was taken from the source document or individual. Enter the year and month, in that order, or 0000 if deleting an erroneous date. Enter a period (.) in the next box to end this transaction. (See fig 2-325.)

8	5	0	1	.
---	---	---	---	---

Figure 2-325. Example of a year and month photograph suspense code

c. *Format.* See screen format for this procedure at figure 2-326.

TRANSACTION MNEMONIC: YMPS

DATE: ----- NAME: ----- SSN: ----- ORIG: --

YEAR-MONTH PHOTOGRAPH SUSPENSE: -----

ACTION: --

Figure 2-326. Example of a Year and Month of Photograph (YMPS) Transaction Screen Format

Chapter 3

Error Identification and Resolution

3-1. General

The accuracy and timeliness of data elements in the SIDPERS personnel file (SPF) depends primarily on the accurate and prompt submission of the SIDPERS change reports discussed in chapter 2. An important aid in this regard is the validity and compatibility edit feature of SIDPERS. This editing feature provides that each erroneous transaction will be rejected by the automated system and that the error must be resolved by the originator before file update. This

This condition results when data elements in the transaction are invalid or incompatible with other data elements in the transaction or on the SPF record. The data elements in error are not essential for processing the transaction to the SPF. The valid data elements are processed to the SPF, but the erroneous data elements are not.

b. Error categories. Essential and nonessential errors are further identified in the SIDPERS edit routine according to validity or compatibility.

(1) *Essential validity errors.* Essential indicates that the error condition must be resolved before the transaction can be processed. Validity refers to the accuracy of the data element in the transaction. Essential validity errors normally result from incorrect transcribing or coding of data elements on a SIDPERS change or error suspense cards from the P11/P01 or on a terminal. An example of an essential validity error is the wrong coding of the authorized identity W as X.

(2) *Essential compatibility errors.* Again, essential indicates that the error condition must be resolved before the transaction can be processed. Compatibility refers to the input data elements being in proper relationship to data elements already contained in the SPF or to other data elements in the transaction. Essential compatibility errors result from data elements that are not in the proper relationship to a data element in the transaction or in the SPF record. An example of an essential compatibility error is when the PMOSC contained in the transaction is 74D40 and the grade code in the SPF is SSG. A transaction containing a PMOSC of 74D40 indicates an NCO grade level. Therefore, the grade code in the SPF must be changed from SSG to SFC in order to correct an essential compatibility error.

(3) *Nonessential validity error.* Nonessential indicates that the error condition will not stop valid data elements from processing to the SPF. Five or more nonessential errors in a single transaction, or 20 or more in transfer data records (TDRs), will create an essential error condition and the transaction will not process. If only one data element is in the action data area of a SIDPERS change, a nonessential error will create an essential format error (EFMT) condition. Again, validity refers to the correctness of the data elements in the transaction. The data elements in error will be rejected and will not update the SPF. An example of this type of error would be a DMOS transaction reporting the DMOSC and DMOS ASI in the action data area. If the DMOS ASI was not valid (for example, WW instead of W5), and the DMOS was correct, the DMOSC would change the SPF while the DMOS ASI would not.

(4) *Nonessential compatibility error.* Again, Non-Essential indicates that the error condition will not stop a transaction from processing. Compatibility refers to the input data elements being in proper relationship to data elements already contained in the SPF record or to other data elements in the transaction. An example of a nonessential compatibility error is when the date of rank contained in the GRCH transaction is a later date than the cycle date (see glossary for explanation of cycle date). For example, a date of rank of 840420 and cycle date of 840410 would result in a nonessential compatibility error.

c. Error mnemonics.

(1) The P11/P01 will show the SIDPERS transaction exactly as it was entered from the SIDPERS change or as it was entered via a terminal. The P11/P01 will reflect the appropriate error mnemonic identifying the type of error. An error mnemonic is composed of a one position prefix to identify the classification of the error and a three position error mnemonic code to identify the actual data element which caused the error condition. See appendix C for a listing and description of error mnemonics.

(2) For an example of the use of the appropriate error mnemonic, go to Figure 3-1 and locate the error mnemonic CPMS in column 1 on line 3, located under the heading: "ESS/Nonessential messages." Go to Figure 3-2 and locate the same error mnemonic listed in the extract of appendix C. You will note, only PMS is shown. The first letter C stands for an essential compatibility error. As noted in the extract of appendix C, the PMS indicates that the PMOSC in the input transaction is in error. In this example, there is a compatibility error where the PMOSC in the SIDPERS input is not compatible with the grade contained in the SPF record. The other error mnemonic shown is CNME which indicates that the name in the transaction does not match the name on the SPF.

ERROR MNEMONIC	TRANSACTION	REASON AND REQUIRED ACTION
xMPC	General	Military Personnel Class (MPC) code is invalid. Correct and resubmit. Incompatibility exists between MPC and Grade, Branch, MOS and/or CONUS/OCONUS Area of Preference (APRF). Correct and resubmit.
xN-D	DEPN, MARS FID L, N, O, P, Q	Number of Dependents Code is invalid. Must be in the range 0 through 15. Correct and resubmit.
xNCO	NCOG	NCO Education Code is invalid. May be blank or if not, must be 0, 1, 2, 3, A, C, D, F, K, L, M, N, P, R, S, T, V, W, X, Y or Z. Correct and resubmit.
xNER	REN L, FID Q	Number of Times Enlistment/Reenlistment code is invalid. Must be in the range 0 through 3. Correct and resubmit.
xNIF	APTD	Transaction Type of Original appointment and/or Source of Original appointment is spaces. Correct and resubmit.
xNME	NAME, LNAM	Transaction Name does not match the name on the SPF. (Transaction SSN does match). Correct and resubmit.
xO-C	OAUT, OPER, INQY	Transaction Output Code is not valid. Valid codes are C, L, M, R, and S. Correct and resubmit.
xPMS	GRCH, PMOS, FID L, N, O, P, Q, SDAP	Primary Military Occupational Specialty Code is invalid or incompatible with SMEF. Correct and resubmit. PMOS is incompatible with Grade and Control Branch. Correct and resubmit. Special Duty Assignment Pay is incompatible with the SPF record PMOS. Correct and resubmit.

Figure 3-2. Extract from Appendix C

(3) Shown below are the four classifications of errors which are indicated by a one position error mnemonic prefix.

Table 3-1
Four classifications of errors—Validity & Compatibility

Transaction error: Essential validity

Prefix: E

Transaction error: Essential compatibility

Prefix: C

Transaction error: Non-Essential validity

Prefix: N

Transaction error: Non-Essential compatibility

Prefix: M

d. Compatibility printline.

(1) When a compatibility error occurs, whether nonessential or essential, a compatibility printline will be shown on the P11/P01 as the last line of print for that individual or position number. This printline will consist of data elements already contained in the SPF which compare to the transaction that was entered into the system. The purpose of the compatibility printline is to give the transaction originator the opportunity to identify erroneous data elements together with the appropriate error mnemonic and resolve error conditions.

(2) The compatibility printline provides the originator with most of the data elements on the SPF that resulted in the data elements in the transaction not being compatible with data elements on the SPF.

(3) For ease in reading an SPF compatibility printline, there is a plastic ruler that contains a printline format of all the data elements appearing on the compatibility printline. This ruler is called SIDPERS compatibility printline ruler for use with the compatibility printline on the P11/P01 and may be obtained from the servicing PAS.

e. Unprocessed transaction. An unprocessed transaction is caused by one of the following conditions:

(1) Data elements containing essential validity errors.

(2) Data elements containing essential compatibility errors.

(3) A combination of five nonessential validity or compatibility errors (20 such errors are required for TDR processing only).

(4) Data elements containing more than five nonessential validity or compatibility errors. This error condition will be identified in addition to the nonessential validity or compatibility error mnemonics, with the error mnemonic EFMT (essential format error).

3-4. SIDPERS error resolution

a. General. As previously stated, SIDPERS identifies erroneous data elements present in transactions which were entered into the system. The erroneous data elements in the transactions will be corrected and the transactions resubmitted to update the SPF.

b. SIDPERS error suspense file (SESF). The SESF contains transactions that did not process, or that processed with errors in the transaction. The SESF contains the entire original transaction, plus an error control number which is assigned by SIDPERS. The SESF provides an automated means of identifying and controlling error conditions and corrective action taken to purify data elements in the SPF.

c. Error suspense cards.

(1) The system produces one error suspense card for each SIDPERS change that contained an error or errors. The error suspense card is sent to the originator along with the P11 that shows the error condition.

(2) The error suspense card contains an error control number which is punched in card columns 74-80 of the error suspense card. (See Figure 3-3.)

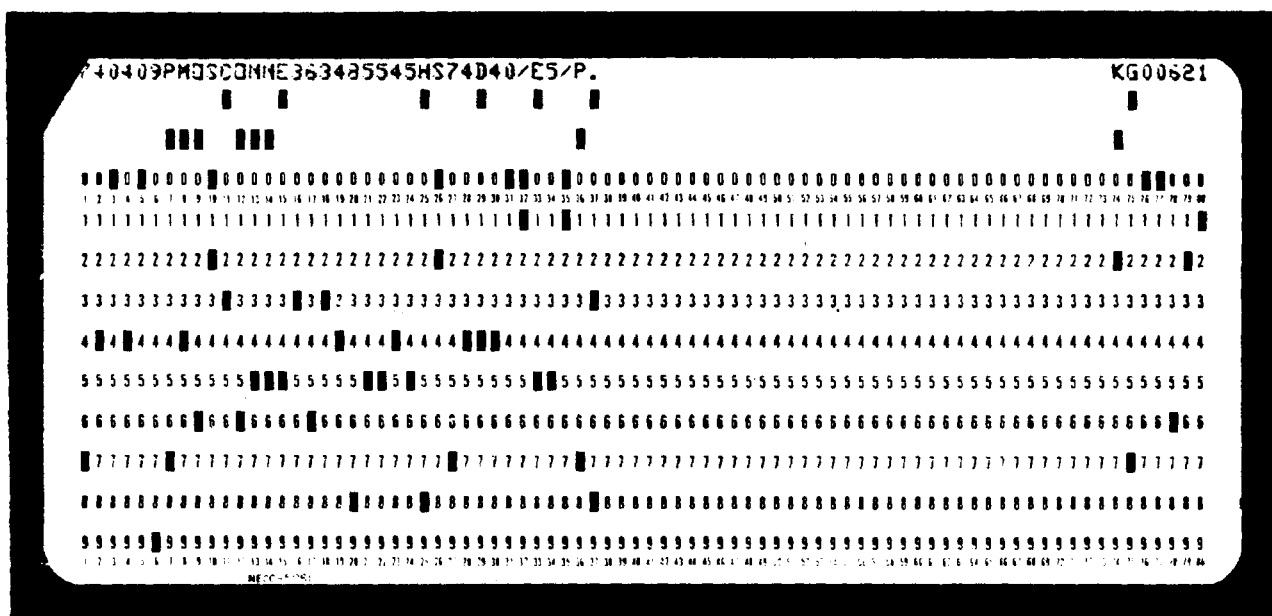


Figure 3-3. Example of an Error Suspense Card with the Error Control Number

(3) The error suspense card also contains the transaction created from the SIDPERS personnel change report which is shown on the top line of the error suspense card. This line shows the transaction exactly as shown on the P11/P01, to include the erroneous data elements.

(4) Directly beneath the transaction line of the error suspense card are the card columns for each position of a data element. The related card columns are shown on the fourth line.

(5) Figure 3-3 shows an example of an error suspense card as it looks when received by an originator. The error suspense card is used by an originator to correct the erroneous data elements in the transaction and to resubmit the transaction.

(6) The acceptable reasons for errors to be deleted are:

(a) Repetitious data element—Trying to change a data element that was previously changed. For example, submitting a GRCH transaction to SSG when the SPF presently shows SSG.

(b) The deletion of an error suspense card created by a nonessential error that is to be corrected with another transaction. For example, a GRCH transaction with a date of rank (DOR) error. The error is deleted and a new transaction submitted.

(c) The processing of an RENL transaction against an inactive record. Record status code (RSC) equals X. For example, a RENL transaction against an individual who has been reassigned outside the servicing PAS.

(7) Each error suspense card received will be resolved and submitted on the work day following receipt. Errors not resolved within the required lapsed cycle time (see glossary for definition) will be shown on the unresolved error report by originator (P29), which is forwarded through an originator's supervisor to the originator for resolution using procedure 4-5.

d. Error deletion cards. When a transfer data record (TDR) fails to process because of one or more of the conditions outlined in paragraph 3-3e, then the system will automatically generate an error deletion card. The error deletion card will have a D in column 73 and an error control number in columns 74-80. Upon return of the TDR with the error deletion card, every effort should be made to find and correct the error. The originator should get with his or her PAS analyst to determine how best to correct the error. Submit the error deletion card and the corrected TDR and/or transactions in accordance with the procedures outlined in paragraph 2-12.

e. P11 Error resolution procedure. All errors will be resolved by indicating the correction on the error suspense card, submitting a new SIDPERS change and by placing a D/73 on the error suspense card. The processing of the new change on the annotated error suspense card will delete the erroneous record from the SESF. (The transactions shown in the Transactions not processed portion of the P11. The reason being that transactions in the Transactions not

processed portion, if not corrected immediately, may cause another transaction to be rejected. The error resolution procedure is as follows:

- (1) Locate the error control number shown in the last column on Figure 3-1. The number is KG00621.
- (2) Locate the error suspense card that matches the error control number. The matching error control number is shown on the error suspense card (See Figure 3-3). The data elements printed on top of the error suspense card matches the data elements shown on the print line on the P11/P01.
- (3) Locate the error mnemonic shown in Figure 3-1 which is to the left of the error control number. On the sample, two error mnemonics are shown: CNME and CPMS.
- (4) Go to Figure 3-2 and find the two error mnemonics listed. Read from the figure the explanation of the two error mnemonics identified in the P11/P01. By following the explanation in the figure, you will see that the CNME error mnemonic is listed with the word ALL. This means that the reason column is used for all transactions of this type and corrective action is required.

f. CNME example. In the CNME example the C indicates a compatibility error, therefore, a compatibility printline was printed on the P11 (See Figure 3-1). A comparison of the data elements shown on the error suspense card (Figure 3-3) with the information on the print line in the P11 shows the individual's name in the SPF as CONNO as reported.

g. Follow this same procedure for the CPMS error mnemonic. As shown in the comparison of the information on the error suspense card and the compatibility printline, the individual's PMOSC in the error suspense card is 74D40 and in the compatibility printline of the P11 as 74D20. The proper skill level for grade SGT is correct as shown in the compatibility printline on the P11. The SPF record is correct without being changed and the error condition was caused by improper coding on the SIDPERS change. The transaction should be reported in the next SPF update cycle to properly affect a match to the PMOSC in the SPF.

(1) After completing the above steps, correct the error condition by writing the correct data on the error suspense card as shown in Figure 3-4. In the example, for error control number KG00621, print the O in the name CONNO on the right side of the card and identify the card column number in the card field that is to be corrected and perform the same function for correction of the PMOSC error condition. When the data elements to be corrected are on the right side of the error suspense card, print the corrected data on the left side of the card. The same procedure applies to error suspense card data contained on the left side of the card. Corrections must be printed on the right side of the card. The reason for writing in corrections on the opposite side of the card is to allow the cardpunch operator clear view of changed data in order to punch the required corrections in a new card.

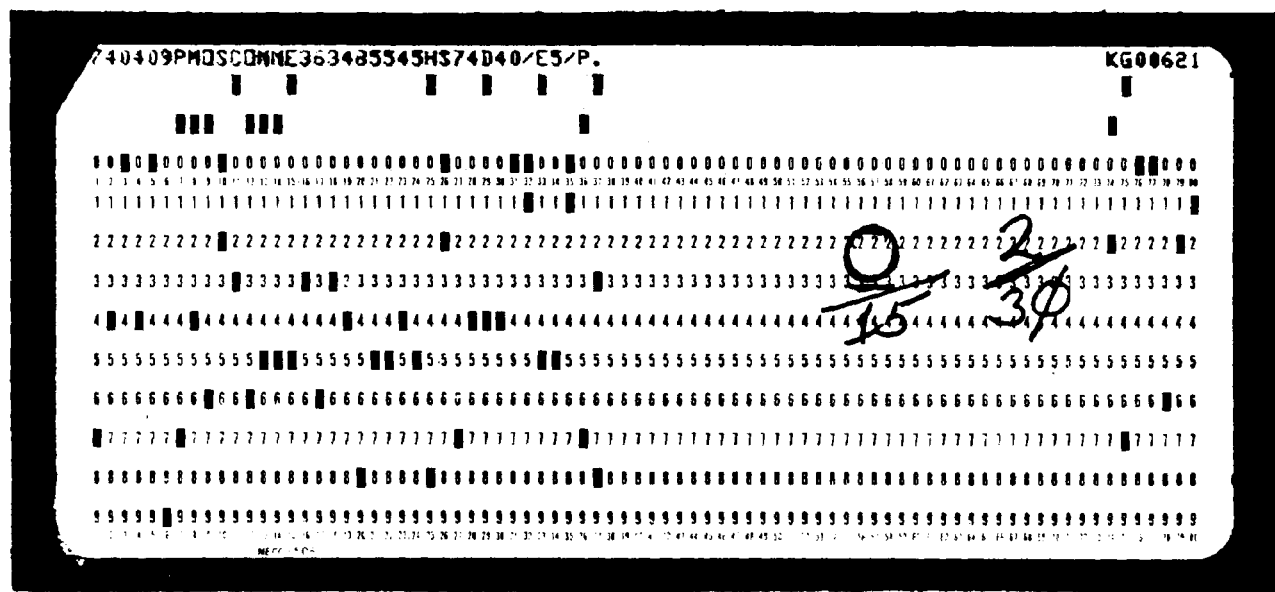


Figure 3-4. Example of an Error Suspense Card with a corrected error condition

(2) To Delete the error suspense card, a D in card column 73 must be printed on the left side of the card and the reason for the deletion printed on the right side. An example is shown at Figure 3-5. Error suspense cards that are to be deleted are processed in accordance with the batch control procedures outlined in paragraph 2-12.

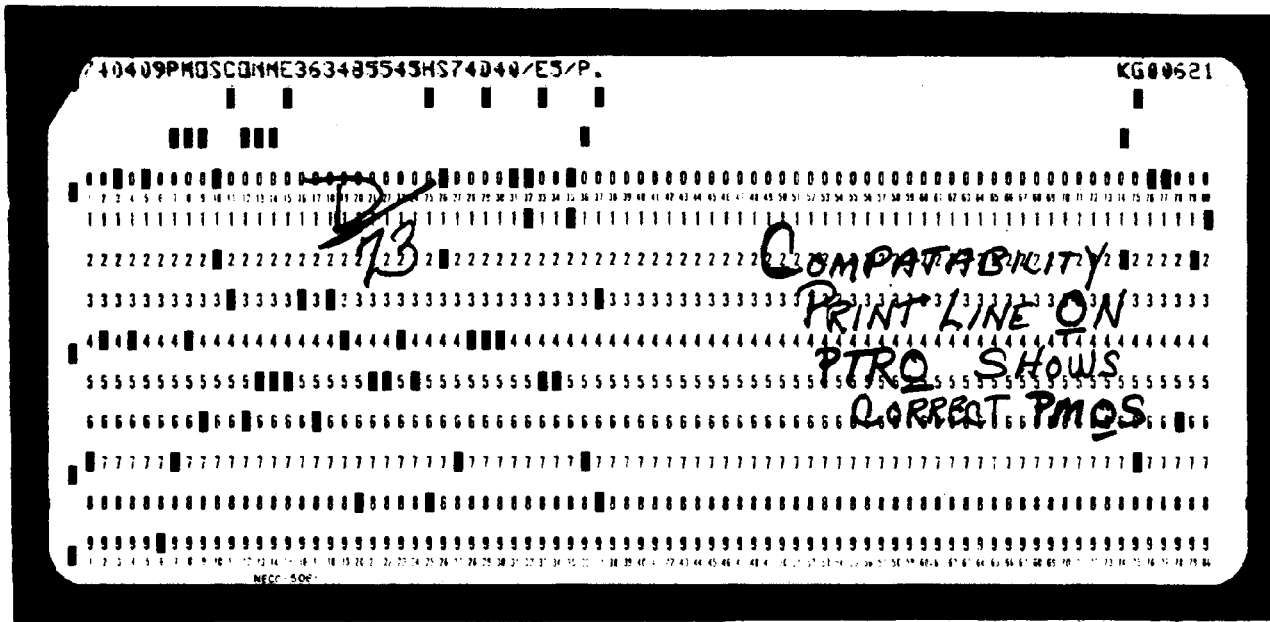


Figure 3-5. Example of the correct way to delete an Error Suspense Card

h. Error resolution via a terminal.

(1) If you have a validity error, your transaction will not process. The transaction screen will reappear with your error(s) blanked out and the character indicators highlighted (brighter). Also the following message will appear at the bottom of the screen: Edit Error—Please Correct All Highlighted Fields. The error(s) must be corrected before the transaction will process. (Recheck the procedure for the transaction to find your error and correct it.) Press the enter key after you correct the error.

(2) If you are correcting a compatibility error by a terminal, follow the access procedures indicated in Appendix H. When you arrive at the transaction menu screen, enter the mnemonic D/73 and press enter. The screen shown at figure 3-6 will then appear. Enter a D for the error delete code and the error control number and press enter. This action will delete the error control number suspense from the system. Return to the transaction menu screen and resubmit the original transaction with the necessary corrections, so that the transaction will now process in accordance with the transaction formats in Chapter 2. Annotate P11 as to the action taken.

```
TRANSACTION MNEMONIC: D/73

ERROR DELETE CODE: -
ERROR CONTROL NO: -----

ACTION: --
```

Figure 3-6. Example of a Deletion of an Error Suspense Card Screen Format

(3) If you are deleting an error via a terminal, follow the access procedures indicated in Chapter 7. When you arrive at the transaction menu screen, enter the mnemonic D/73 and press enter. The screen shown at figure 3-6 will then appear. Enter a D for the error delete code and the error control number and press the enter key. This action will delete the error control number suspense from the system.

3-5. Disposition of error suspense cards and resolved errors

a. When an error condition appears on the P11 and a matching error suspense card cannot be located (either lost or not received), advise the PSNCO of the missing error suspense card. Normally, the PSNCO can readily obtain the error suspense cards from the PAS and advise the transaction originator of the appropriate steps to take at that time.

b. If the error suspense cards are not readily obtainable through the PSNCO, prepare a SIDPERS change using Appendix C instructions to correct the erroneous data elements in the transaction. The SIDPERS change will not delete the erroneous transaction from the SESF, therefore, accomplish one of the following actions:

(1) Complete a blank punch card (when available) by printing a "D/73" on the left side of the card as shown in Figure 3-7. Also print the error control number (which is obtained from the P11) on the left portion of the card and print, below the seven character error control number, 74-80, which stands for card columns 74-80. This is also illustrated in Figure 3-7. Indicate the reasons for deletion on the right side of the card as shown in Figure 3-7.

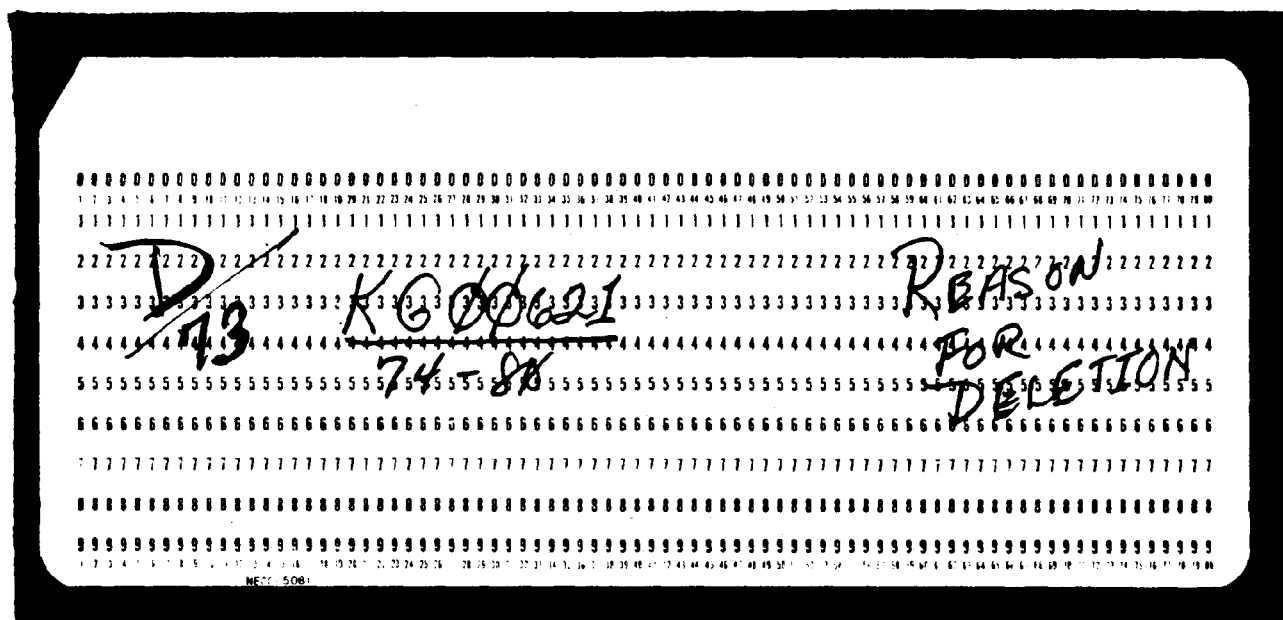


Figure 3-7. Example of the manual preparation of an Error Suspense Deletion Card

- (2) If blank punch cards are not available, prepare a DA Form 2496 as follows.
 - (a) Enter the heading information such as the subject, to, addressee, from originator and date.
 - (b) Enter a brief statement of justification describing the action to be taken by the PAS and list the error control number(s) for the error suspense card(s) to be deleted.
 - (c) Forward the completed SIDPERS change report(s) together with either the error suspense card(s) or the DA Form 2496 (attached to the SIDPERS change report) in accordance with the batch control instructions outlined in paragraph 2-12.

Chapter 4 SIDPERS Output

4-1. General

This chapter provides information and detailed procedural guidance on the maintenance, use, and disposition of selected output documents and punched cards received at the personnel service center (PSC). Descriptions of outputs received at the PSC but not covered in this pamphlet may be found in DA Pamphlet 600-8. These outputs are provided by the servicing Personnel Automation Section (PAS).

4-2. Type of output

SIDPERS provides users with three ways to obtain desired information in printed form as follows:

- a. *Recurring reports.* The system furnishes computer printed reports in relatively fixed formats. These reports are produced on a regular schedule (i.e., cyclic, daily, monthly, and quarterly). They may also be produced based upon a special request. Recurring reports will appear as rosters, listings, reports, registers, and DA Form 2 Personnel Qualification Records—Part I. Reports will be produced in hardcopy, card, or microfiche in accordance with the PAS production schedule.
- b. *Inquiries.* A more limited way for users to obtain printed information is through a file query. This is a user coded request (through the use of an appropriate transaction mnemonic as discussed in chap 2) directed to a specific SIDPERS file. The computer printed output will show data in a standard format and the data will be only from the file to which the inquiry was addressed.
- c. *Standard information retrieval capability for users (SIRCUS).* This medium will produce a report specially

prepared by the SIB according to a user request. This is designed to provide users with a one-time information requirement that cannot be satisfied through existing reports or an inquiry. Request for SIRCUS output will be processed in accordance with PAS LOI.

4-3. Format of output

The report format for description of SIDPERS output is divided into two distinct areas. One area is referred to as the report heading. This area contains information that identifies the output; e.g., report title and report number. The other area is known as the report contents. This portion of the output shows data that are usable at the PSC level to assist the commander and staff in fulfilling their personnel management and data accuracy responsibilities. The format for each SIDPERS output received at the PSC level is discussed in more detail in the procedures that follow in this chapter. Codes used for SIDPERS output are contained in AR 680-29.

4-4. Report sequence option

Reports are normally produced by name, unit processing code or military personnel class. In addition, reports are available, optionally, by report sequence code.

a. The report sequence code permits the sequencing and summarizing of data from one to three separate organizational levels as follows:

- (1) *Minor*. Report totals will be accumulated at minor, intermediate and major organizational levels.
- (2) *Intermediate*. Report totals will be accumulated at intermediate and major organizational levels.
- (3) *Major*. Report totals will be accumulated at the major organizational level only.

b. The servicing PAS will explain and assist in the use and need of the various report sequence options.

4-5. Use of outputs

SIDPERS outputs for the PSC are produced to give data to the military personnel officer and his or her personnel to assist them in the performance of their personnel management and data accuracy responsibilities. The outputs are used more specifically as follows:

- a. To indicate that the PSC input was received and processed at the servicing PAS.
- b. To provide information to update appropriate records in the SIDPERS files.
- c. To indicate that the PSC's input was received and processed in a SIDPERS cycle.
- d. To provide the originator and his or her immediate supervisor a check on his or her work.
- e. To indicate certain actions that must be taken at PSC level.

4-6. Classifying and safeguarding personnel information

Classified SIDPERS documents will be handled in accordance with AR 380-5. Normally, SIDPERS documents will not be assigned a security classification unless specifically authorized by HQDA. Military personnel records and documents containing information of a personal nature will be stored, handled, and transmitted in accordance with AR 340-17 and AR 640-10. Information of a personal nature may be disclosed or released under applicable directive only to authorized personnel in accordance with the AR 340-17 and AR 340-21 series. Disposition of documents will be in accordance with applicable directives or by destruction when the purpose for which authorized has been served. Destruction should be by burning, shredding, or other appropriate methods.

4-7. Distribution and frequency of recurring reports

Distribution and frequency of recurring reports will be in accordance with PAS distribution and cycle schedule. Request for copies of recurring reports or change in frequency of recurring reports will be submitted to the PAS with justification.

4-8. Retention disposition of output

Reports will be retained in accordance with file instructions contained in appendix E.

4-9. Output report procedures

Specific details of each SIDPERS output received at PSC level, to include purpose, description, and required action are described in the procedures that follow in this chapter.

4-10. Procedure 4-1 Personnel transaction register by originator (PTRO) PCN: AAC-P11

a. The purpose of this procedure is contained in the following.

(1) To provide an originator with a listing of SIDPERS transactions that processed or failed to process during a particular SIDPERS update cycle.

(2) To provide managers/supervisors with a summary of transactions (processed and unprocessed) as a tool to monitor the quality and quantity of SIDPERS transactions submitted by their originator.

(3) Provide managers/supervisors with a means of reviewing processed transactions for accuracy, timeliness, and conformity with existing regulations when data are being processed in SIDPERS via a terminal.

b. Required reference used in this procedure is DA Pamphlet 600-8, procedure 9-11.

c. For the purpose of this procedure, SIDPERS transactions include manually prepared SIDPERS Change Reports and/or Error Suspense Cards submitted to the PAS and SIDPERS transactions transmitted to a SIDPERS cycle by remote terminal. If no transactions were submitted for a cycle then a PTRO will not be generated.

d. The personnel transaction register by originator (PTRO) shows SIDPERS transactions (processed and unprocessed) submitted in a cycle by an originator. Information is printed identifying the report, the originator, the date of the report, and SIDPERS transactions submitted by an originator. The PTRO is divided into two sections as follows:

(1) *Section I—Transactions Processed.* This section of the PTRO contains transactions that successfully processed to include those transactions that processed with nonessential validity errors (identified by the prefix N to the error mnemonics) or nonessential compatibility errors (identified by the prefix M to the error mnemonics). This means that the transactions successfully processed and caused a change to the SIDPERS personnel file (SPF), except for those data elements that were in error.

(2) *Section II—Transactions Not Processed.* This section of the PTRO contains those transactions that failed to process as a result of essential validity errors (identified by the prefix E to the error mnemonics), an essential compatibility error (identified by the prefix C to the error mnemonics) and/or five or more nonessential errors. This means that the transactions did not change/update a SIDPERS file.

e. All errors (essential or nonessential) must be corrected using the error suspense cards that accompanied the PTRO, or by input by remote terminal. Failure to resolve the errors causes the errors to be reported on the Unresolved Error Report (Procedure 4-5).

f. A sample of the personnel transaction register by originator is shown in figures 4-1 and 4-2.

PREPARED XX XXX XX PCN: AAC-P11		PERSONNEL TRANSACTION REGISTER		CD XX XXX XX SON XX PAGE XXX	
PPA XX		ORIGINATOR CODE XX			
TRANSACTIONS PROCESSED		F D	NON-ESSENTIAL ERROR MESSAGES	ERROR CONTROL NUM	
TRANSACTION DATA					
XX		X	XXXX XXXX XXXX XXXX XXXX	XXXXXXXXXX	
XX		X	XXXX XXXX XXXX XXXX XXXX	XXXXXXXXXX	
XXXXX XXXXXXXXXXXX XXX X X XXXXXX XXXX XX XXXXXX XXXXXX X XXX XXXXXX XXXXXX XXXXXX			XXXXX XXXXXX XXXXXX XXXXXX	XXXXXXXXXX	
XX		X	XXXX XXXX XXXX XXXX XXXX	XXXXXXXXXX	
XX		X	XXXX XXXX XXXX XXXX XXXX		
XX		X	XXXX XXXX XXXX XXXX XXXX		
XX		X	XXXX XXXX XXXX XXXX XXXX		
XX		X	XXXX XXXX XXXX XXXX XXXX		
XXXXX XXXXXXXXXXXX XXX X X XXXXXX XXXX XX XXXXXX XXXXXX X XXX XXXXXX XXXXXX XXXXXX			XXXXX XXXXXX XXXXXX XXXXXX	XXXXXXXXXX	
TOTAL TRANSACTIONS PROCESSED XXX					
TRANSACTIONS NOT PROCESSED		F D	ESS/NON-ESSENTIAL ERROR MESSAGES	ERROR CONTROL NUM	
TRANSACTION DATA					
XX		X	XXXX XXXX XXXX XXXX XXXX	XXXXXXXXXX	
XX		X	XXXX XXXX XXXX XXXX XXXX	XXXXXXXXXX	
XX		X	XXXX XXXX XXXX XXXX XXXX	XXXXXXXXXX	
XXXXX XXXXXXXXXXXX XXX X X XXXXXX XXXX XX XXXXXX XXXXXX X XXX XXXXXX XXXXXX XXXXXX			XXXXX XXXXXX XXXXXX XXXXXX	XXXXXXXXXX	
XX		XX X	XXXX XXXX XXXX XXXX XXXX	XXXXXXXXXX	
XX		XX X	XXXX XXXX XXXX XXXX XXXX		
XX		XX X	XXXX XXXX XXXX XXXX XXXX		
XX		XX X	XXXX XXXX XXXX XXXX XXXX		
XXXXX X XXX X X XXXXXX XXXX XX XXXXXX XXXXXX X XXX XXXXXX XXXXXX XXXXXX			XXXXX XXXXXX XXXXXX XXXXXX	XXXXXXXXXX	
TOTAL TRANSACTIONS NOT PROCESSED XXX					

Figure 4-1. Example of the Personnel Transaction Register

TRANSACTION MNEMONIC	PROCESSED	PROCESSED WITH ERRORS	UNPROCESSED	TOTAL	LATE ENTRIES
DPRT	120		114	234	234
FENL	2		12	14	14
O	288		4	282	
RENL			24	24	24
AGGREGATE TOTALS	410		154	564	272

Figure 4-2. Example of the Personnel Transaction Summary with test data

g. When a compatibility error occurs, whether nonessential or essential, a compatibility printline will be shown on the PTRO as the last line of print for that individual. On the last page of this report is a register of the transaction mnemonics of the SIDPERS transactions submitted to a cycle by originator. The number of transactions processed, processed with errors, unprocessed, and total late entries are also shown opposite each transaction mnemonic.

4-11. Procedure 4-1 Action

The following table 4-1 displays the processing action for the PTRO (P11) report.

Table 4-1
Processing action for the PTRO (P11) report

Step: 1

Action required by: Immediate supervisor of the originator

Description of actions: Upon receipt of the original and one copy of the P11 accomplish the following:

- a. Combine the original of the P11 with the applicable:
 - (1) Error suspense cards.
 - (2) Error Deletions Processed Report if applicable (P41).
- b. Forward the original copy of the P11 and applicable cards, P41, to the appropriate originator.

Step: 2

Action required by: Immediate supervisor of the originator

Description of actions: Using the remaining copy of the P11 review for the following:

- a. Ensure that the type of transactions that are being submitted are valid and conform to existing rules and regulations, as well as check for existing errors. This is especially important when data is submitted via a terminal since it cannot be reviewed.
- b. To ascertain whether or not transactions are being submitted the first duty day after occurrence of an event, check the date of cycle vs. effective date of transactions.
- c. To determine if originator is complying with input and error resolution procedures. Check the number of transactions that were submitted to the cycle and number unprocessed.
- d. Establish suspense procedures to insure all errors (essential or nonessential) are resolved and submitted the next day after receipt of the P11.
- e. Destroy the copy of the P11 when no longer needed to monitor transactions.

Step: 3

Action required by: Immediate supervisor of the originator

Description of actions: Maintain close supervisory control to ensure required tasks are accomplished in accordance with applicable directives and local procedures.

Step: 4

Action required by: Originator

Description of actions: Upon receipt of the P11 cards and P41, take the following actions:

- a. If error conditions are present on the P11 and error suspense cards were not received along with the P11, advise your immediate supervisor. NOTE: Supervisor will obtain the error suspense cards from the PAS.
- b. Verify that you have received the correct error suspense cards.
- c. If transactions are entered via a terminal, go to step 6 for error resolution. If not, continue.
- d. Balance the total transactions contained on the P11 and the error Deletions Process Report (P41) to the DA Form 3815 as follows:
 - (1) Add the total Transactions Processed to the Total Transactions Not Processed.

Table 4–1
Processing action for the PTRO (P11) report—Continued

(2) To the above sum, add the number of error suspense records that were deleted as shown on the Error Deletions Processed Report.
NOTE: Deleted error suspense records are shown on the error deletions processed report with a D to the left of the error control number.

(3) Subtract the above sum from the total of the SIDPERS change reports (DA Forms 3728, 3805, 3806, 3807 and 3808) and error suspense cards shown on the DA Form 3815 and accomplish the following: If unequal to zero, and out-of-balance conditions exist, go to step 6.

Step: 5

Action required by: Originator

Description of actions: Out of balance conditions require that the appropriate SIDPERS change report or error suspense card be prepared in accordance with chapters 2 and 3. Go to step 6. Note: SIDPERS change reports/error suspense cards will be prepared and forwarded on the next duty day.

Step: 6

Action required by: Originator

Description of actions: Error resolutions will be accomplished as follows: (NOTE: The following steps pertain to resolving a transaction with one error. To resolve transactions with multiple errors, merely repeat the steps):

- a. Find the first transaction with an error mnemonic. Turn to appendix C and find the error mnemonic and transaction mnemonic that match the erroneous transaction on the P11.
 - b. Find the error suspense card based upon the error control number for that transaction on the P11. NOTE: if an error suspense card is not available, see chapter 3 for instructions if a card is needed.
 - c. Correct the error as required by instructions in the action column of appendix C as follows:
 - (1) If correction of error suspense cards is indicated, go to step 7.
 - (2) If deletion of error suspense cards is indicated, go to step 8.
-

Step: 7

Action required by: Originator

Description of actions:

- a. If errors are being corrected via a terminal, go to step 9.
 - b. Correct the error suspense card as follows: (See examples in chap 3.)
 - (1) Write the correct data element on the face of the error suspense card.
 - (2) Underline the correct data element.
 - (3) Write on the error suspense card the card columns in which the correct data elements need to be entered.
 - c. Annotate P11 as to action taken.
 - d. Go to step 12.
-

Step: 8

Action required by: Originator

Description of actions:

- a. If errors are being deleted via a terminal, go to step 10.
 - b. Delete the error suspense card as follows: (See examples in chap 3.)
 - (1) Write D/73 on the left portion of the face of the error suspense card.
 - (2) Prepare a SIDPERS Change Report *if* indicated by appendix C.
 - c. Annotate PTRO as to action taken.
 - d. Go to step 12.
-

Step: 9

Action required by: Originator

Description of actions: Correct errors via a terminal as follows:

- a. If correcting an error by a terminal, follow the access procedures indicated in chapter 7. When you arrive at the transaction menu screen, enter the mnemonic D/73 and press enter. The screen shown as figure 3–6 will then appear. Enter a D for the error delete code and the error control number and press enter. This action will delete the error control number suspense from the system. Return to the transaction menu screen and resubmit the original transaction with the necessary corrections, so that the transaction will now process in accordance with the transaction formats in chapter 2.
 - b. Annotate P11 as to action taken.
 - c. Go to step 12.
-

Step: 10

Action required by: Originator

Description of actions: Delete errors via a terminal as follows:

- a. If you are deleting an error via a terminal, follow the access procedures indicated in chapter 7. When you arrive at the transaction menu screen, enter the mnemonic D/73 and press enter. The screen shown as figure 3–8 will then appear. Enter a D for the error delete code and the error control number suspense from the system.
 - b. Annotate PTRO as to action taken.
 - c. Go to step 12.
-

Table 4-1
Processing action for the PTRO (P11) report—Continued

Step: 11
(Rescinded.)

Step: 12

Action required by: Originator

Description of actions: Upon completion of previous steps, do the following:

- a. If not using a terminal, forward the completed SIDPERS change reports, error suspense cards to be deleted, and corrected error suspense cards through your supervisor to the PAS, in accordance with chapter 2.
 - b. Retain the original copy of the P11 and P41 in accordance with the retention and disposition instructions.
-

Step: 13

Action required by: Immediate supervisor of originator

Description of actions: Maintain close supervisory control to ensure required tasks are accomplished in accordance with applicable directives and local procedures.

Step: 14

Action required by: PAS data analyst

Description of actions: Review P11 and P41 for the following:

- a. To ensure that the originators are only submitting transactions that they are authorized to submit (e.g., a unit submitting a PMOS change). Advise your immediate supervisor of any questionable transactions immediately.
 - b. To identify transaction processing problems.
 - c. To determine if originators are submitting transactions on the first duty day after the occurrence of an event, by checking the number and effective dates of transactions being submitted in a cycle.
 - d. To determine if originators are submitting an unusual number of the same type of transactions over the month that may be questionable (e.g., a large number of INQY transactions from a unit).
 - e. To determine if an originator is taking action to D/73 errors on reports and is not correcting the errors.
 - f. Advise the immediate supervisor of any problems or trends.
-

Step: 15

Action required by: PAS data analyst

Description of actions: Assist the originators in resolving errors.

Step: 16

Action required by: PAS data analyst

Description of actions: Retain a copy of the P11 and P41 in accordance with the retention and disposition instructions.

Step: 17

Action required by: Immediate supervisor of PAS data analyst

Description of actions: Maintain close supervisory control to ensure that required tasks are accomplished in accordance with applicable directives and local procedures. Advise supervisor of any problems or trends that cannot be resolved with the unit/PSC element.

4-12. Procedure 4-2 Personnel transaction register by unit (PTRU) PCN: AAC-P01

- a. The purpose of this procedure is to provide the Personnel Service Center (PSC) with information on the successful or unsuccessful processing of personnel transactions (SIDPERS change reports) and an accountable strength summary of assigned and attached personnel.
- b. Required references used in this procedure is DA Pamphlet 600-8, procedure 9-11.
- c. This register will be used as a source for posting the DA Forms 2 and 2-1. It is produced as a result of submission of SIDPERS change reports and/or error suspense cards to the Personnel Service Center (PSC). The PTRU will be generated any time action is taken that affects personnel assigned/attached units serviced.
- d. The PTRU reflects all personnel transactions originating at unit level, PSC level, and PAS level. The transfer data records (TDR) prepared at the PSC are also shown on the PTRU. Additionally, error notification, receipt notification, and TDRs from Department of the Army and losing PDAs will appear on the PTRU. The PTRU is divided into three sections as described in subparagraphs *e* through *g* below;
- e. Section I. Processed Transactions—This section of the PTRU contains transactions that processed with nonessential validity errors (identified by the prefix N to the error mnemonic) or nonessential compatibility errors (identified by the prefix M to the error mnemonic). This means that the transactions successfully processed and caused a change to the SIDPERS personnel file (SPF), except for those data elements that were in error. These changes will appear under the unit header of the UPC before change.
- f. Section II. Transactions Not Processed—This section of the PTRU includes all transactions that failed to process as a result of essential validity errors (identified by the prefix E to the error mnemonic) or essential compatibility errors (identified by the prefix C to the error mnemonic). This means that the transaction did not change the SPF.

- g. Section III. Accountable Strength Summary—The accountable strength summary shows the following:
- (1) SPF strength of the previous cycle.
 - (2) Number of gain and loss transactions that processed or failed to process during this cycle.
 - (3) Adjusted SPF strength.
 - (4) The reported accountable strength (contents of the action data area of the organization strength transaction (OSTR)).
 - (5) Difference between the reported and adjusted strength.
 - (6) Strength categories for assigned and attached personnel. The categories of each are as follows:
 - (a) UNK (Unknown)—The category is based upon a record not being present on the SPF; therefore, since the military personnel class (MPC) is not present in the transaction, the MPC is unknown.
 - (b) OFF (Officers)—This category is commissioned officers or an MPC of O.
 - (c) WO (warrant officers)—This category is warrant officers or an MPC of W.
 - (d) ENL (enlisted personnel)—This category is enlisted personnel or an MPC of E.
 - (e) AGG (Aggregate)—The total of the UNK, OFF, WO and ENL for assigned and attached.
 - (7) This section shows strength totals by the categories indicated above before and after gain and loss type transactions have processed and affected the SPF. The categories and an explanation of each are as follows:
 - (a) SPF strength previous cycle—This line shows the accountable and attached strength of the unit as of the last update cycle.
 - (b) Processed gains (plus)—This line shows the totals of transactions that processed and caused an increase to the assigned and attached strength.
 - (c) Processed losses (minus)—This line shows the totals of transactions that processed and caused a decrease to the assigned and attached strength.
 - (d) SPF present cycle—This line represents the SPF strength previous cycle, plus the processed gains and minus the processed losses.
 - (e) Unprocessed gains (plus)—This line shows the total of the gain type transactions that were input but did not process. It is noted that the unprocessed gains represent only those unprocessed gains in this cycle. These transactions would have increased the accountable and attached strength.
 - (f) Unprocessed losses (minus)—This line shows the total of the loss type transactions that were input but did not process. It is noted that unprocessed losses represent only those unprocessed losses in this cycle. These transactions would have decreased the accountable and attached strength.
 - (g) Adjusted SPF strength—This is the current SPF accountable strength plus the unprocessed gains minus the unprocessed losses.
 - (h) Reported accountable strength—This line reflects the contents of the action data area of the OSTR Transaction. This strength represents what the SPF strength would be if all transactions that affected strength has processed to include this cycle and previous cycles.
 - (i) Difference (required resolution)—This line reflects a plus (+) or minus (–) showing the difference between the reported strength and the adjusted strength. This figure represents the number of out-of-balance conditions and will require research by the unit clerk.
 - h. A sample of the PTRU is shown in Figure 4–3.

Figure 4–3. Sample of the Personnel Transaction Register

The following table 4-2 displays the processing action for the PTRU (P01) report.

Action required by: Records clerk

Table 4–2
Processing action for the PTRU (P01) report—Continued

Description of actions: Use the SIDPERS compatibility printline ruler to check the accuracy of the transactions by placing the ruler on the printout. The compatibility printline ruler, a plastic ruler that contains a printline format of all the data elements appearing on the compatibility printline, is available from the servicing PAS.

Step: 4

Action required by: Records clerk

Description of actions: Officer or enlisted death, change notification transaction RG.

a. The SPF will be changed based upon the receipt and successful processing of this transaction. This transaction is prepared based upon the receipt of a DD Form 1300 by PERSCOM. Transaction change number (TCN) 943 indicates the individual was dropped from the rolls as missing or captured. TCN 944 indicates the individual was killed in battle or hostile action. TCN 945 indicates that the individual was killed in nonbattle or nonhostile action (resulting from disease), and TCN 946 indicates that the individual was killed in nonbattle or nonhostile action (resulting from other than disease).

b. Verify that the individual is in fact a casualty or is missing in action. Based upon that verification, take the following actions:

(1) If the individual is not a casualty or is not missing in action, notify HQ PERSINSCOM(P) (ASNI–DAA), 200 Stovall Street, Alexandria, Va 22332–0400, via telephone or message.

(2) If the individual is a casualty or is missing in action, and if the incident has not been reported by the individual's unit of assignment, immediate action will be taken to advise the reporting unit of the omission, citing the authority as shown on the change notification record. The unit will verify the status of the individual and submit a DECD transaction if the individual was a casualty or DYST transaction if the individual is missing.

Step: 5

Action required by: Records clerk

Description of actions: Officer acceptance of regular army appointment, change notification transaction RI.

a. The SPF will be changed based upon the receipt and successful processing of this transaction. Suspense will be established to ensure that the officer does accept the appointment in the Regular Army.

b. If the officer does not accept appointment in the Regular Army or if the change notification is in error, submit a COMP transaction mnemonic reporting the previous service component of the officer.

c. Additionally, notify HQ PERSINSCOM (P) (ASNI–DAA), 200 Stovall Street, Alexandria, Va 22332–0400, via telephone or message. The message will contain the officer's name, SSN, control branch, the DA control number from the transaction, the change notification transaction RI, and the correct service component.

Step: 6

Action required by: Records clerk

Description of actions: Officer retirement, change notification transaction RR.

a. The SPF will not be changed based upon the receipt and successful processing of this transaction. This transaction is based upon DA orders.

b. Verify that the individual did in fact retire. Based upon that verification, take the following actions:

(1) If the individual did not retire and the change notification transaction RV (officer retirement revocation) is not in this processing cycle, notify HQ PERSINSCOM (P) (ASNI–DAA), 200 Stovall Street, Alexandria, Va 22332–0400, via telephone or message. Include the individual's name, SSN, grade, change notification transaction RR, and the DA control number.

(2) If the individual did retire and if the individual processed through a transfer point and if the unit did not report the individual as being assigned to the transfer point, notify the unit to submit a DPRT transaction mnemonic.

(3) If the individual did retire and if the individual did not process through a transfer point and if the retirement was processed in the personnel officer, submit the SEP transaction mnemonic.

Step: 7

Action required by: Records clerk

Description of actions: Officer and enlisted administrative loss to active army strength, change notification RT.

a. The SPF will not be changed based upon the receipt and the successful processing of this transaction.

b. Verify that the individual was in fact separated from the Army. Based upon that verification, take the following actions:

(1) If the individual was not separated from the Army and is currently serving on active duty, advise your data analyst at the PAS so that a pass record (revocation of separation) may be prepared by the data analyst.

(2) If the individual was separated and if the individual processed through a transfer point and if the unit did report the individual being assigned to the transfer point and if the record status code is X, no further action is required.

(3) If the individual was separated and if the individual did not process through a transfer point, submit one of the following transactions:
(a) If the individual was discharged because he or she was erroneously reported as enlisted, inducted, or ordered to active duty, submit a FENL transaction mnemonic if the record status code is not equal to X.

(b) If the individual was separated or discharged, submit a SEP transaction mnemonic if the record status code is not equal to X.

Step: 8

Action required by: Records clerk

Description of actions: Officer retirement revocation change notification transaction RV.

a. The SPF will not be changed based upon the receipt and successful processing of this transaction. This transaction is based upon DA special orders or DA letter orders.

Table 4-2
Processing action for the PTRU (P01) report—Continued

- b. Verify that the individual did not in fact retire. Based upon that verification, take the following actions:
- (1) If the individual did retire, notify HQ PERSINSCOM (P) (ASNI-DAA), 200 Stovall Street, Alexandria, Va 22332-0400, via telephone or message. Include the individual's name, SSN, grade, change notification transaction RV, and the DA control number.
 - (2) If the individual did not retire and if the individual is on the SPF with a record status code that is not equal to X.
 - (a) Prepare a DA Form 3805.
 - (b) Enter HZ in the two left most positions of the transaction forwarded, item 43.
-

Step: 9

Action required by: Records clerk

Description of actions: Administrative miscellaneous change, change notification transaction SB, which updates the SPF.

- a. SPF will be posted. Following action is to be taken for each data element reflected in the SB transaction.
 - (1) Ensure accuracy of the data element as reflected in the transaction.
 - (2) Correct data—update DA Form 2A.
 - (3) Incorrect data—prepare applicable mnemonic transaction for that data element, and process in the next SIDPERS update cycle. This change will update the SPF and DA files.
 - b. If the change notification contains the additional skill identifier (ASI) (for PMOS) or primary military occupational specialty code, prepare a DF to the commander of the individual.
 - c. If supporting documents are not on file, suspense the action for 20 days.
-

Step: 10

Action required by: Records clerk

Description of actions: Enlisted evaluation and/or enlistment bonus data, change notification transaction S9.

- a. Post changes of data elements on DA Form 2A as applicable.
-

Step: 11

Action required by: Records clerk

Description of actions: Enlisted promotion or reduction, change notification transaction 1X.

- a. The SPF will be changed based upon the receipt and successful processing of this transaction. The basis for this transaction is an order. The records contained in the MPRJ must be checked and verified.
 - b. Based upon that verification, take the following actions:
 - (1) If the grade and/or PMOS contained in the promotion is incorrect, notify HQDA (DAPC-MSP-E) by message.
 - (2) If the grade contained in the promotion or reduction is correct, post the new grade to section II, DA Form 2A.
-

Step: 12

Action required by: Records clerk

Description of actions: Officer service component correction (other than to Regular Army), change notification transaction 3C.

- a. The SPF will be changed upon the receipt and successful processing of this transaction. Suspense will be established to insure confirmation of this action taken place.
 - b. If the officer does not change service component, submit a COMP transaction mnemonic reporting the previous service component for the individual.
-

Step: 13

Action required by: Records clerk

Description of actions: Officer miscellaneous data change/correction, change notification transaction 5C.

- a. The SPF will be changed based upon the receipt and successful processing of this transaction.
 - b. When the change is based upon an edit of the officer master file (OMF) by the officer's control branch, EDIT will be indicated. Verify that the change or correction is in fact correct. Based upon that verification, take the following actions:
 - (1) If the inaccuracy pertains to items 13, 14, 15, table 4-15, AR 680-5, comply with the following.
 - (a) If the control branch is AN, DE, MC, MS, SP, VC forward letter of notification to Office of the Surgeon General: HQDA (SGPE-MD), Washington, DC 20324-2000
 - (b) If the control branch is JA forward letter of notification to Office of The Judge Advocate General: HQDA (DAJA-PT), Washington, DC 20310-2206
 - (c) If the control branch is CH forward letter of notification to Office of the Chief of Chaplains: HQDA (DACH-PEA), Washington, DC 20310-2700
 - (d) If the control branch is GO forward letter of notification to General Officer Management: HQ (DACS-GO), Washington, DC 20310-0300
 - (e) If the control branch is other than (a) through (d) above, forward letter of notification to Commander, U.S. Total Army Personnel Command (DAPC-OP) (Career Management Division), Alexandria, Va 22332-0400
 - (2) If the inaccuracy pertains to any data element other than items 13, 14, or 15, table 4-15, AR 680-5, prepare electrical message explanation and forward to HQ PERSINSCOM (P) ALEX, VA //ASNI-DAA//.
 - (3) If the officer's status is in agreement with the change notification, advise the officer concerned.
 - (4) If the ethnic group designation is in agreement with the change notification advise the officer concerned.
 - (5) If the service component is in agreement with the change notification advise the officer concerned.
-

Table 4-2
Processing action for the PTRU (P01) report—Continued

Step: 14

Action required by: Records clerk

Description of actions: Officer miscellaneous data change/correction, change notification 5D.

- a. The data element race will be changed on the SPF upon the receipt and successful processing of this transaction. This information is based on information from an officer record brief or career management file.
 - b. Ensure accuracy of the data element as reflected on the transaction.
 - c. If data is correct, annotate DA Form 2B.
 - d. If the data is incorrect, an electrical message will be sent to HQ PERSINSCOM (P) ALEX VA //ASNI-DAA// to include the individual's name, SSN, control branch, shipment control cycle number, change notification code, and the correct data. (NOTE: There is no corresponding TT for enlisted personnel.)
-

Step: 15

Action required by: Records clerk

Description of actions: Officer and enlisted name change/correction, change notification transaction 5G-P.

- a. The data element name will be changed on the SPF based upon the receipt and successful processing of this transaction.
 - b. The basis for the 5G-P transaction is that a transaction has been submitted to PERSCOM and the name did not agree with the OMF/EMF; therefore, the name has been changed or a NAME or LNAM transaction mnemonic has been submitted and the VSSSN on the OMF/EMF is equal to V, R, or B.
 - c. The records contained in the MPRJ must be checked and the individual contacted to verify that the name as changed is correct. Based upon the results of the verification, the following actions will be taken:
 - (1) If the name as changed is incorrect and if the VSSSN is equal to H, I, P, or U, submit a transaction as follows:
 - (a) If a legal name change, submit a LNAM transaction mnemonic.
 - (b) If a correction to name, submit a NAME transaction mnemonic.
 - (2) If the name as changed is incorrect and if the VSSSN is equal to V, R, or B, and if the error is one of the first six letters of the individual's name, prepare a letter to HQ PERSINSCOM (P) (ASNI-DAA), 200 Stovall Street, Alexandria, Va 22332-0400, to include a copy of the substantiating document.
 - (3) If the name as changed is incorrect and if the VSSSN is equal to V, R, or B and if the error is other than the first six letters of the individual's name, submit a transaction as follows:
 - (a) If a legal name change, submit a LNAM transaction mnemonic.
 - (b) If correction to name, submit a NAME transaction mnemonic.
 - d. If the name as changed is correct, post the new name and VSSSN as follows:
 - (1) DA Form 2 (A-B), section I.
 - (2) DA Form 2-1, item 1
 - (3) MPRJ
 - (4) Prepare a new DD Form 93 to reflect the new name.
 - e. Prepare a DF advising the commander of the individual, the commander of the medical facility and the commander of the dental facility of the change to the individual's name.
-

Step: 16

Action required by: Records clerk

Description of actions: Officer and enlisted name change/correction, change notification transaction 5X.

- a. The SPF will be changed based upon the receipt and successful processing of this transaction.
 - b. The basis for the 5X transaction is a legal name change or name correction based upon service verification.
 - c. The records contained in the MPRJ must be checked and the individual will be contacted to verify that the name as changed is in fact correct. Based upon the results of the verification, the following actions will be taken:
 - (1) If the name as changed is incorrect and if the VSSSN is equal to H, I, N, P, or U, submit a transaction mnemonic as follows:
 - (a) If a legal name change, submit a LNAM transaction mnemonic.
 - (b) If a correction to name, submit a NAME transaction mnemonic.
 - (2) If the name as changed is incorrect and if the VSSSN is equal to V, R, or B, and if the error is one of the first six letters of the individual's name, prepare a letter to HQ PERSINSCOM (P) (ASNI-DAA), 200 Stovall Street, Alexandria, Va 22332-0400, to include a copy of substantiating document.
 - d. If the name as changed is incorrect and if the VSSSN is equal to V, R, or B and if the error is other than the first six letters of the individual's name, submit a transaction mnemonic as follows:
 - (1) If a legal name change, submit a LNAM transaction mnemonic.
 - (2) If a correction to name, submit a NAME transaction mnemonic.
 - e. If the name as changed is correct, post the new name and VSSSN as follows:
 - (1) DA Form 2 (A-B), section I.
 - (2) DA Form 2-1, items 1 and 2.
 - (3) MPRJ, name.
 - f. Prepare a new DD Form 93 to reflect the individual's new name.
 - g. Prepare a DF advising the commander of the individual, the commander of the medical facility and the commander of the dental facility of the change in the name of the individual.
-

Step: 17

Table 4-2
Processing action for the PTRU (P01) report—Continued

Action required by: Records clerk

Description of actions: Officer social security number (SSN) change/correction, change notification transaction 5Y.

- a. The SPF will be changed based upon the receipt and successful processing of this transaction.
 - b. Verify with the individual that the change or correction to social security number (SSN) is correct. Based upon that verification, take the following actions:
 - (1) If the SSN as changed or corrected is incorrect, prepare a letter to include a reproduction of the individual's SSN card to HQ PERSINSCOM (P) (ASNI-DAA), 200 Stovall Street, Alexandria, Va 22332-0400.
 - (2) If the SSN as changed or corrected is correct, post the new SSN as follows:
 - (a) DA Form 2A, section I.
 - (b) DA Form 2-1, item 2.
 - (c) MPRJ.
 - (3) Prepare a new DD Form 93 using the new SSN.
 - (4) Prepare a DF advising the commander of the individual, the commander of the medical facility and the commander of the dental facility of the change or correction to the SSN of the individual.
-

Step: 18

Action required by: Records clerk

Description of actions: Officer and enlisted verification status of the social security number (VSSSN), change notification transaction 5Z.

- a. The SPF will be changed based upon the receipt and successful processing of this transaction.
 - b. Based upon the match of the VSSSN, name, and SSN, take the following actions:
 - (1) If the match is not correct, contact the data analyst at the PAS for assistance in resolving the difference. (The difference could result from an unprocessed name change (5X or 5G-P transaction mnemonic).
 - (2) If the match is correct, post the new VSSSN as follows:
 - (a) DA Form 2A, section I.
 - (b) MPRJ
-

Step: 19

Action required by: Records clerk

Description of actions: Enlisted name change/correction, change notification transaction 56.

- a. The SPF will be changed based upon the receipt and successful processing of this transaction. The basis for the 5X transaction is a legal name change or name correction based upon service verification from The Adjutant General. The records contained in the MPRJ should be checked and the individual will be contacted to verify that the name as changed is correct.
 - b. Based upon the results of the verification, take the following actions:
 - (1) If the name as changed is incorrect and if the verification status social security number (VSSSN) is equal to H, I, N, P, or U, submit a transaction as follows:
 - (a) If a legal name change, submit a LNAM.
 - (b) If a correction to name, submit a NAME transaction mnemonic.
 - (2) If the name as changed is incorrect and if the VSSSN is equal to V, R, or B and if the error is one of the first six letters of the individual's name, prepare a letter to HQ PERSINSCOM (P) (ASNI-DAA), 200 Stovall Street, Alexandria, Va 22332-0400, to include a copy of the substantiating document.
 - (3) If the name as changed is incorrect and if the VSSSN is equal to V, R, or B and if the error is other than the first six letters of the individual's name, submit a transaction as follows:
 - (a) If a legal name change, submit a LNAM transaction mnemonic.
 - (b) If a correction to name, submit a NAME transaction mnemonic.
 - (4) If the name as changed is correct, post the new name or VSSSN as follows:
 - (a) DA Form 2A, section I.
 - (b) DA Form 2-1, items 1 or 2.
 - (c) MPRJ.
 - (5) Prepare a new DD Form 93 to reflect the new name.
 - (6) Prepare a DF advising the commander of the individual, the commander of the medical facility and the commander of the dental facility of the change to the name of the individual.
-

Step: 20

Action required by: Records clerk

Description of actions: Enlisted social security number (SSN) change/correction, change notification transaction 57.

- a. The SPF will be changed based upon the receipt and successful processing of this transaction.
- b. Verify with the individual that the change or correction to social security number (SSN) is correct. Based upon that verification, take the following actions:
 - (1) If the SSN as changed or corrected is incorrect, prepare a letter to HQ PERSINSCOM (P) (ASNI-DAA), 200 Stovall Street, Alexandria, Va 22332-0400, to include a copy of the individual's SSN card.
 - (2) If the SSN as changed or corrected is correct, post the new SSN and VSSSN as follows:
 - (a) DA Form 2A, section I.
 - (b) DA Form 2-1, item 2.
 - (c) MPRJ

Table 4–2
Processing action for the PTRU (P01) report—Continued

- (3) Prepare a new DD Form 93 to reflect the new SSN.
 - (4) Prepare a DF advising the commander of the individual, the commander of the medical facility and the commander of the dental facility of the change to the SSN of the individual.
-

Step: 21

Action required by: Records clerk

Description of actions: Officer grade change/correction, change notification transaction 6E.

- a. The SPF will be changed based upon the receipt and successful processing of this transaction.
 - b. Verify with the officer that the change or correction to grade is correct. Based upon that verification, take the following actions:
 - (1) If the grade as changed or corrected is incorrect, notify HQ PERSINSCOM (P) (ASNI–DAA), 200 Stovall Street, Alexandria, Va 22332–0400, via electrical transmission in accordance with chapter 4, AR 680–5. The message will contain the officer's name, SSN, control branch, DA control number from the transaction, and change notification transaction 6E, the incorrect grade, and the correct grade based upon information contained in the officer's MPRJ.
 - (2) If the grade as changed or corrected is correct, post the new grade as follows:
 - (a) DA Form 2B, section II.
 - (b) DA Form 2–1, item 18.
 - (c) MPRJ.
 - (d) Prepare a DF advising the commander of the individual and the officer concerned.
-

Step: 22

Action required by: Records clerk

Description of actions: Officer promotion or demotion, change notification transaction 6J and 6K.

- a. The SPF will be changed based upon the receipt and the successful processing of this transaction.
 - b. The records contained in the MPRJ should be checked and the officer will be contacted to verify that the promotion or demotion is correct. Based upon that verification, take the following actions:
 - (1) If the grade contained in the promotion or demotion is incorrect, notify HQ PERSINSCOM (P), (ASNI–DAA), 200 Stovall Street, Alexandria, Va 22332–0400, via electrical transmission in accordance with chapter 4, AR 680–5. The message will contain the officer's name, SSN, control branch, the DA control number from the transaction, change notification transaction 6J or 6K, as appropriate, the incorrect grade, and the correct grade based upon information contained in the officer's MPRJ.
 - (2) If the grade contained in the promotion or demotion is correct, post the new grade and date of rank as follows:
 - (a) DA Form 2B, section II.
 - (b) DA Form 2–1, item 18.
 - (c) MPRJ.
 - (d) Prepare a DF advising the commander of the individual and the officer concerned.
-

Step: 23

Action required by: Records clerk

Description of actions: Officer miscellaneous data change/correction, change notification transaction 9J.

- a. The SPF will be changed based upon the receipt and successful processing of this transaction.
 - b. Verify that the change to service agreement and/or expiration of service agreement is correct. Based upon that verification, take the following actions:
 - (1) If the change to service agreement and/or expiration of service agreement is incorrect, prepare a letter to HQ PERSINSCOM (P) (ASNI–DAA)—appropriate control branch), 200 Stovall Street, Alexandria, Va 22332–0400, to verify the officer's status.
 - (2) If the officer's status is in agreement with the change notification, advise the officer concerned.
-

4–14. Procedure 4–3 DA error notice listing Part III, DA error notice for MILPO resolution AAC–P22

a. The purpose of this procedure is to provide the P22 error list. Automatic resolution will occur if data on SPF are present and considered accurate. The P22 error list is produced as a result of the data reconciliation record audit MA1/MA2, and the personnel research information data extract (PRIDE). XU errors produced as a result of the MA1/MA2 audit and/or PRIDE, will be forwarded to the MILPO for resolution. The MILPO has access to the necessary records and can provide the correct information needed in order to resolve XU errors that require a SIDPERS mnemonic transaction to update the SPF.

b. This report is sequenced by analyst code, UPC, name (5 positions) and social security number, in that order. The following apply:

(1) The report will list the DA error notice followed by the standard SIDPERS compatibility printline or a blank line.

(2) The XU error notice appears on the AAC–P22 report. The P22 report shows XU errors that MILPO is responsible for resolving. XU errors are generated as a result of the MA and PRIDE audits.

(3) The error message will be displayed on the P22. Refer to table 4–3–1 for a listing of the error message conditions that cause them to appear and the necessary corrective action to be taken.

(4) A sample of the DA Error Notice Listing—Part III, DA Error Notice for MILPO Resolution, is shown in figure 4–4.

PREPARED YY MM DD PCN: AAC-P22
PPA

DA ERROR NOTICE LISTING

CD YY MM DD SCN XX PAGE XXXX

PART III DA ERROR NOTICES FOR MILPO RESOLUTION

MAIL CODE XX UPC XXXXX

REC PPA	NAME	TYPE AUDIT	MPC	SSN	ERROR MESSAGE	UPC	TYPE TRAN	TRAN DATE	RIG	RIN	SCN	PPA	SEND CONTROL	ERROR NUM	COMMENT
XX XXXXX	XX	X	XXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXX	XX	XXXXXX	X	X	XX	XX	XXXXXXXXXX	DA ERROR NOTICE		
XXXXXXXX X	XXXXXXXXXX	XXXXXXXX	X	XXXXXX	XXXXXXXXXX XXX XXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XX X XXX
XX XXXXX	XX	X	XXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXX	XX	XXXXXX	X	X	XX	XX	XXXXXXXXXX	DA ERROR NOTICE		
XXXXXXXX X	XXXXXXXXXX	XXXXXXXX	X	XXXXXX	XXXXXXXXXX XXX XXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XX X XXX
TOTAL NOTICES X,XXX															

Figure 4-4. Sample of the DA Error Notice Listing, Part III, DA Error Notices for MILPO Resolution

Table 4-3-1

"XU"Error resolution requirements listing for PSC resolution

Error message: Send AEA DATA-DA blank

Conditions: SPF/EMF AEA blank and/or SPF/EMF AEA Yr/Mo of Term blank

Reference/Source document: AR 614-200 and DA Form 2-1, Reassignment order

Corrective action: Process an AEA Transaction, procedure 2-7 in this pamphlet. Ensure AEA Yr/Mo of Term is updated with AEA Code when applicable. Only HQDA can post or terminate AEA code K or S.

Error message: Send AFST DATA-DA blank

Conditions: SPF/EMF Area Current/Last Foreign Svc Tour blank

Reference/Source document: AR 55-46, 614-30, and DA Form 2-1, Reassignment order

Corrective action: Process an AFST Transaction, procedure 2-10 in this pamphlet. DEROS/DROS must be reported for other than AFST code Z.

Error message: UPDATE CDAT-DA Blank

Conditions: OMF/duty title blank.

Reference/Source document: AR 600-20, 614-100, Procedure 5-1, DA Pam 600-8, DA Forms 67-8-1, 2496, Assignment Memorandum, AAC-C07 Report, and AAC-P85 Report

Corrective action: Contact the individual's BNS1 clerk and request a CDAT transaction be processed.

Error message: Send CIV EDUC-DA blank

Conditions: SPF/EMF Civ Education Level blank

Reference/Source document: AR 621-1, 621-5, DD Forms 47, 1966/2, DA Forms 2-1, 1059-1, Transcripts, Degree, and Diploma/Certificate

Corrective action: Process a CVED Transaction, procedure 2-26 in this pamphlet.

Error message: Update CIV EDUC-DA?

Conditions: SPF/EMF Civ Education Level not compatible

Reference/Source document: AR 621-1, 621-5, DD Forms 47, 1966/2, 2-1, 1059-1, Transcripts, Degree, and Diploma/Certificate

Corrective action: Process a CVED Transaction, procedure 2-26 in this pamphlet.

Error message: Send COMP-DA blank

Conditions: SPF/EMF Service Component blank

Reference/Source document: AR 601-210, DD Forms 4, 47, 1966/7, Enlistment/Reenlistment Order, and Active Duty Order

Corrective action: Process a COMP Transaction, procedure 2-24 in this pamphlet.

Error message: Send COMP-DA blank

Conditions: SPF/OMF Service Blank

Reference/Source document: AR 135-100, 601-100, Procedure 5-1, DA Pam 600-8, DA Form 71, Active Duty Order, Commissioning Order, Appointment Order or letter, U.S. Army Register, and AAC-P85 Report

Corrective action: If the Officer is not RA, process a COMP Transaction, procedure 2-24 in this pamphlet. If the Officer is RA, send documents to HQDA in accordance with procedure 5-1, DA Pam 600-8.

Error message: Send CONAP-DA blank

Table 4-3-1

"XU"Error resolution requirements listing for PSC resolution—Continued

Conditions: SPF/EMF CONUS Area of Preference blank

Reference/Source document: AR 614-200, DA Form 2635, Individual

Corrective action: Process an APRF Transaction, procedure 2-12 in this pamphlet.

Error message: Update CONAP-DA?

Conditions: SPF/EMF CONUS Area of Preference not compatible

Reference/Source document: AR 614-200, DA Form 2635, Individual

Corrective action: Process an APRF Transaction, procedure 2-12 in this pamphlet.

Error message: Update CONAP-DA?

Conditions: SPF/OMF CONUS Area of Preference not compatible

Reference/Source document: AR 614-100, DA Form 483, AAC-P85 Report, Individual

Corrective action: Process an APRF Transaction, procedure 2-16 in this pamphlet.

Error message: Send DEP-ADULT DA blank

Conditions: SPF/OMF Number Dependent Adults blank

Reference/Source document: DODPM, Procedure 5-1, DA Pam 600-8, DD Forms 93, 1172, AAC-P85 Report, Individual

Corrective action: Process a DEPD Transaction, procedure 2-29 in this pamphlet.

Error message: Send DEP-CHILD DA blank

Conditions: SPF/OMF Number Dependent Children blank

Reference/Source document: DODPM, Procedure 5-1, DA Pam 600-8, DD Forms 93, 1172, AAC-P85 Report, Individual

Corrective action: Process a DEPD Transaction, procedure 2-29 in this pamphlet.

Error message: Send DMOSC DA blank

Conditions: SPF/EMF DMOSC blank

Reference/Source document: AR 600-200, 611-201, DA Forms 2-1, 2496, and AAC-C07 Report

Corrective action: Contact the individual's unit clerk for error resolution.

Error message: Update DMOSC DA?

Conditions: SPF/EMF DMOSC Not compatible

Reference/Source document: AR 600-200, AR 611-201, DA Forms 2-1, and 2496

Corrective action: Contact the individual's unit clerk for error resolution.

Error message: Send DOB-DA blank

Conditions: SPF/EMF/OMF Date of Birth blank

Reference/Source document: AR 600-2, Procedure 5-1, DA Pam 600-8, DD Forms 4, 47, 4187, Birth Certificate, Naturalization Certificate, and Alien Registration Card

Corrective action: Process a DOB Transaction, procedure 2-35 in this pamphlet.

Error message: Send DOR-DA blank

Conditions: SPF/EMF Date of Rank blank

Reference/Source document: AR 600-20, 600-200, DD Form 1966/7, DA Forms 2-1, 2627, 4187, Promotion/Reduction Order, Revocation/Recission of Order, and AAC-C01 Report

Corrective action: Process a DOR Transaction, procedure 2-36 in this pamphlet.

Error message: Send DOR-DA blank

Conditions: SPF/OMF Date of Rank blank

Reference/Source document: AR 600-20, 624-100, Procedure 5-1, DA Pam 600-8, Promotion Order, Appointment Order, U.S. Army Register, and AAC-P85 Report

Corrective action: If the Officer is 1LT/CW2 or below, process a DOR Transaction, procedure 2-36 in this pamphlet. If the Officer is CPT/CW3 or above, send documents to HQDA in accordance with procedure 5-1, DA Pam 600-8. Also process a DOR Transaction to update the SPF. The OMF will not change as a result of the DOR transaction.

Error message: Send DEROS-DA blank

Conditions: SPF/EMF/OMF DEROS blank and Individual is assigned overseas

Reference/Source document: AR 614-30, Procedure 5-1, DA Pam 600-8, DA Forms 2-1, 4187, Reassignment order, and AAC-P85 Report

Corrective action: Process a DERO Transaction, procedure 2-31 in this pamphlet.

Error message: Update DEROS-DA?

Conditions: SPF/EMF/OMF DEROS not compatible and Individual is assigned overseas

Reference/Source document: AR 614-30, Procedure 5-1, DA Pam 600-8, DA Forms 2-1, 4187, Reassignment order, and AAC-P85 Report

Table 4-3-1

“XU”Error resolution requirements listing for PSC resolution—Continued

Corrective action: Process a DERO Transaction, procedure 2-31 in this pamphlet.

Error message: Send DROS-DA blank

Conditions: SPF/EMF/OMF Date Returned from Overseas blank

Reference/Source document: AR 614-30, Procedure 5-1, DA Pam 600-8, DA Form 2-1, Reassignment order, and ACC-P85 Report

Corrective action: Process a DROS Transaction, procedure 2-32 in this pamphlet.

Error message: Send DSSI/MOS DA blank

Conditions: SPF/OMF DSSI/DMOSC blank

Reference/Source document: AR 611-101, 611-112, 614-200, Procedure 5-1, DA Pam 600-8, DA Forms 67-8-1, 2496, Assignment Memorandum, AAC-C07 Report, and AAC-P85 Report

Corrective action: Request a POSN Transaction be submitted.

Error message: Update DSSI/MOS DA?

Conditions: SPF/OMF DSSI/DMOSC not compatible

Reference/Source document: AR 611-101, 611-112, 614-100, Procedure 5-1, DA Pam 600-8, DA Forms 67-8-1, 2496, Assignment Memorandum, AAC-C07 Report, and AAC-P85 Report

Corrective action: Contact the individuals unit clerk and request a POSN Transaction be submitted.

Error message: Send EDAT-DA blank

Conditions: OMF Home of Record on Entry to Active Duty blank

Reference/Source document: JTR Volume 1, Procedure 5-1, DA Pam 600-8, Active Duty Order, and AAC-P85 Report

Corrective action: Process an EDAT transaction, procedure 2-41 in this pamphlet.

Error message: Send EGD-DA blank

Conditions: SPF/EMF/OMF Ethnic Group Designation (EGD) blank

Reference/Source document: AR 640-2-1, AAC-P85 Report Individual

Corrective action: Process an EGD Transaction, procedure 2-40 in this pamphlet.

Error message: Send EGD-DA “Z”

Conditions: SPF/EMF/OMF Ethnic Group Designation (EGD) is “Z” (unknown)

Reference/Source document: AR 640-2-1, AAC-P85 Report Individual

Corrective action: Process an EGD Transaction, procedure 2-40 in this pamphlet.

Error message: Send EGD-DA?

Conditions: SPF/EMF/OMF Ethnic Group Designation (EGD) not compatible

Reference/Source document: AR 640-2-1, Individual AAC-P85 Report

Corrective action: Process an EGD Transaction, procedure 2-40 in this pamphlet.

Error message: Send ESA-DA blank

Conditions: SPF/OMF Expiration Service Agreement is blank and officer is not RA or Voluntary Indefinite

Reference/Source document: AR 135-215, Procedure 5-1, DA Pam 600-8, Active Duty Order, and AAC-P85 Report

Corrective action: Process a COMP Transaction, procedure 2-24 of this pamphlet.

Error message: Send ETS-DA blank

Conditions: SPF/EMF Expiration of Term of Service blank

Reference/Source document: AR 601-200, 601-280, DD Form 4, DA Form 1695, Enlistment/Reenlistment Order, and Active Duty Order

Corrective action: Process an ETS Transaction, procedure 2-43 in this pamphlet.

Error message: Send grade data-DA blank

Conditions: SPF/EMF Grade or Grade and Date of Rank blank

Reference/Source document: AR 600-20, 600-200, DD Form 1966/7, DA Forms 2-1, 2627, 4187, Promotion/Reduction Order, Revocation/Recission Order, and AAC-C01 Report

Corrective action: Process a GRCH Transaction, procedure 2-48 in this pamphlet. The Date of Rank must be reported. Also, if there is more than one grade difference verify grade date with Finance.

Error message: Send grade data-DA blank

Conditions: SPF/OMF Grade or Grade and Date of Rank blank

Reference/Source document: AR 600-20, 624-100, Procedure 5-1, DA Pam 600-8, Promotion Order, Appointment Order, Active Duty Order, U.S. Army Register, and AAC-P85 Report

Corrective action: If the Officer is 1LT/CW2 or below process a GRCH Transaction, procedure 2-48 in this pamphlet. If the Officer is CPT/CW3 or above, send documents to HQDA in accordance with procedure 5-1, DA Pam 600-8. Also process a GRCH transaction, procedure 2-48 in this pamphlet, to update the SPF. The OMF will not change as a result of a GRCH transaction.

Table 4–3–1
“XU”Error resolution requirements listing for PSC resolution—Continued

Error message: Send MADC–DA blank

Conditions: SPF/EMF Major Subject of College Education blank

Reference/Source document: AR 621–1, 621–5, DA Form 2–1, Transcripts Degree/Diploma, Certificate

Corrective action: Prepare a MADC Transaction, procedure 2–57 in this pamphlet.

Error message: Send MARS–DA blank

Conditions: SPF/EMF/OMF Marital Status blank

Reference/Source document: DODPM, Procedure 5–1, DA Pam 600–8, DA Form 93, DD Forms 1172, 1966/3, Marriage Certificate, Divorce Decree, Interlocutory Decree, and AAC–P85 Report

Corrective action: Process a MARS Transaction, procedure 2–58 in this pamphlet.

Error message: Update MARS–DA?

Conditions: SPF/EMF/OMF Marital Status not compatible

Reference/Source document: DODPM, Procedure 5–1, DA Pam 600–8, DD Forms 93, 1172, 1966/3, Marriage Certificate, Divorce Decree, and Interlocutory Decree

Corrective action: Process a MARS Transaction, procedure 2–58 in this pamphlet.

Error message: Send MLED–DA blank

Conditions: OMF Military Education Level blank

Reference/Source document: AR 351–1, Procedure 5–1, DA Pam 600–8, DA Forms 1059, 1059–2, Diploma/Certificate, and AAC–P85 Report

Corrective action: Process a MLED Transaction, procedure 2–62 of this pamphlet. Only HQDA can post or change MEL codes 1–5.

Error message: Send NCOES–DA blank

Conditions: SPF/EMF NCOES blank

Reference/Source document: AR 351–1, DA Forms 2–1, 1059, and Diploma/Certificate

Corrective action: Process an NCOG Transaction, procedure 2–65 in this pamphlet. Only HQDA can post or change codes, C, D, F, M, N, P, R, and T.

Error message: Send NR DEPN–DA blank

Conditions: SPF/EMF Number of Dependents blank

Reference/Source document: DODPM, DD Forms 93, 1172, Individual

Corrective action: Process a DEPN Transaction, procedure 2–30 in this pamphlet.

Error message: Send OCVE LVL–blank

Conditions: OMF Civilian Education Level blank

Reference/Source document: AR 621–1, 621–5, Procedure 5–1, DA Pam 600–8, DA Form 1059–1, Transcripts, Degree/Diploma, Certificate, and AAC–P85 Report

Corrective action: If the CEL is code 4 through 9 process an OCVE Transaction, procedure 2–68 in this pamphlet. If the CEL is code 1 through 3, send documents to HQDA in accordance with procedure 5–1, DA Pamphlet 600–8.

Error message: Send ORSAP–DA blank

Conditions: SPF/OMF/EMF Overseas Area of Preference is blank

Reference/Source document: AR 614–30, DA Forms 483, 635, AAC–P85 Report, Individual

Corrective action: Process an APRF Transaction, procedure 2–12 in this pamphlet.

Error message: Update ORSAP–DA?

Conditions: SPF/EMF Overseas Area of Preference is not compatible

Reference/Source document: AR 614–30, DA Form 483, DD Form 2635, AAC–P85 Report, Individual

Corrective action: Process an APRF Transaction, procedure 2–12 in this pamphlet.

Error message: Send PHYS CAT–DA blank

Conditions: SPF/EMF/OMF Physical Category blank

Reference/Source document: AR 40–501, DA Form 3349, and SF 88

Corrective action: Process a PHYS Transaction, procedure 2–74 in this pamphlet.

Error message: Send PMOS–DA blank

Conditions: SPF/EMF PMOSC blank

Reference/Source document: AR 600–200, 611–201, Promotion Order, and MOS Order

Corrective action: Process a PMOS Transaction, procedure 2–75 in this pamphlet.

Error message: Send RACE–DA?

Conditions: SPF/EMF/OMF RACE not compatible

Table 4-3-1

“XU”Error resolution requirements listing for PSC resolution—Continued

Reference/Source document: AR 640-2-1, Procedure 5-1, DA Pam 600-8, AAC-P85 Report, and Individual

Corrective action: Process a RACE Transaction, procedure 2-81 in this pamphlet.

Error message: Update RACE-DA “Z”

Conditions: SPF/EMF/OMF RACE is “Z” (unknown)

Reference/Source document: AR 640-2-1, Procedure 5-1, DA Pam 600-8, AAC-P85 Report, and Individual

Corrective action: Process a RACE Transaction, procedure 2-81 in this pamphlet.

Error message: Send RACE-DA blank

Conditions: SPF/EMF/OMF RACE blank

Reference/Source document: AR 640-2-1, Procedure 5-1, DA Pam 600-8, AAC-P85 Report, and Individual

Corrective action: Process a RACE Transaction, procedure 2-81 in this pamphlet.

Error message: Send RELG-DA blank

Conditions: SPF/EMF/OMF Religious Denomination blank

Reference/Source document: AR 640-2-1, Procedure 5-1, DA Pam 600-8, AAC-P85 Report, and Individual

Corrective action: Process a RELG Transaction, procedure 2-85 in this pamphlet.

Error message: Send SEX-DA blank

Conditions: SPF/EMF/OMF SEX blank

Reference/Source document: AR 640-2-1, Procedure 5-1, DA Pam 600-8, AAC-P85 Report, and Individual

Corrective action: Process a SEX Transaction, procedure 2-92 in this pamphlet.

Error message: Update SEX-DA?

Conditions: SPF/EMF/OMF SEX not compatible

Reference/Source document: AR 640-2-1, Procedure 5-1, DA Pam 600-8, AAC-P85 Report, and Individual

Corrective action: Process a SEX Transaction, procedure 2-92 in this pamphlet.

Error message: Send SMOS-DA blank

Conditions: SPF/EMF Individual is E6 or higher and SMOS is blank

Reference/Source document: AR 600-200, 611-201, Promotion Order, and MOS Order

Corrective action: Process a SMOS Transaction, procedure 2-93 in this pamphlet.

Error message: UPDATE SMOS-DA?

Conditions: SPF/EMF SMOSC not compatible

Reference/Source document: AR 600-200, 611-201, Promotion Order, and MOS Order

Corrective action: Process a SMOS Transaction, procedure 2-93 in this pamphlet.

Error message: UPDATE SPEC PAY-DA?—or UPDATE SPAY/IPAY DA?

Conditions: SPF/EMF/OMF Special/Incentive Pay not compatible

Reference/Source document: DODPM, Incentive Pay/Special Pay—Order, AAC-P85 Report

Corrective action: Process a IPAY or SPAY Transaction, procedure 2-53 or 2-94 in this pamphlet.

Error message: SEND SVC AGR-DA BLANK

Conditions: SPF/OMF officer is not RA and service agreement blank

Reference/Source document: AR 135-215, Procedure 5-1 DA PAM 600-8, active duty order, and AAC-P85 report

Corrective action: Process a COMP transaction, procedure 2-24 in this pamphlet.

Error message: Send DMOSC-DA blank

Conditions: SPF/EMF DMOSC blank

Reference/Source document: AR 600-200, 611-201, DA Forms 2-1, 2496, and AAC- C07 Report

Corrective action: If the SPF is not blank and the data is correct, annotate the P21 to show “Prepare Pass Record” and forward it to the PAS for processing, after all the “XU” errors have been resolved/annotated.

If the SPF is blank or incorrect, annotate the P21 to Show “Contact Unit to Process a POSN Transaction.”

Error message: UPDATE DMOSC-DA?

Conditions: SPF/EMF DMOSC not compatible

Reference/Source document: AR 600-200, 611-201, DA Forms 2-1, 2496, and AAC- C07 Report

Corrective action: If the SPF is blank or incorrect, annotate the P21 to show “Contact the Unit to Process a POSN Transaction.”

If the SPF is not blank or incorrect, annotate the P21 to show “Prepare Pass Record” and forward it to the PAS for processing, after all the “XU” errors have been resolved/annotated.

4-15. Procedure 4-4 Error deletions processed—local input by originator AAC-P41

a. The purpose of this procedure is to identify errors contained in previously processed SIDPERS update cycles which have been corrected and to identify the error control number of the corrected erroneous transactions which have been deleted from the SIDPERS Error Suspense File (SESF) and to identify errors contained in previously processed cycles that were deleted from the SESF by D/73 input.

b. Deletion from the SESF is accomplished during processing of a SIDPERS update cycle, by matching the error control number contained in the input to the error control number on the SESF. When a matching condition exists, the record is deleted from the SESF and will appear on this report. The following also apply.

(1) Erroneous transactions that were deleted by D/73 input can be identified by a D preceding the error control number on the report.

(2) The submission of an error suspense card that contained errors, even if all the errors were not corrected, will cause the records to be deleted from the SESF and a new record with a new error control number to be added to the SESF. In addition, those uncorrected errors will be listed on the unresolved error report, P29 (Procedure 4-5, this chap).

c. The report is sequenced by originator code and within originator code by error control number. The control data area and the action data area of the transaction are shown in the exact format as submitted on a SIDPERS change report or entered via a remote terminal. The acceptable reasons for errors to be deleted are:

(1) Repetitious data element—Trying to change a data element that was previously changed. For example, submitting a GRCH transaction to PFC when the SIDPERS personnel file (SPF) presently shows PFC.

(2) The deletion of an error suspense card created by a nonessential error which is to be corrected with another transaction. For example, a GRCH transaction with a date of rank (DOR) error. The error is deleted and a new transaction submitted.

(3) The processing of a transaction against an inactive record. Record status code (RSC) equals X. For example, a DYST transaction against an individual who has been reassigned outside the servicing PSC's area of responsibility.

d. A sample of the report is shown in Figure 4-5.

```
PREPARED XX XXX XX PCN: ACC-P41          ERROR DELETIONS PROCESSED          CD XX XXX XX SCN XX PAGE XXXX
PPA XX

                                LOCAL INPUT
                                ORIGINATOR NR XX

CONTROL NUMBER
X XXXXXXXX  XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

ORIGINATOR TOTAL X,XXX

AGGREGATE TOTAL  X,XXX
```

Figure 4-5. Sample of the Error Deletions Processed—Local Input By Originator—AAC-P41

e. This report is to be used in the processing of Procedure 4-1, PTRO.

4-16. Procedure 4-5 Unresolved error report by originator AAC-P29

a. The purpose of this procedure is to provide commanders/supervisors and PAS managers with a listing by originator of unresolved errors from previously processed SIDPERS update cycles that have not been corrected in a timely manner.

b. Errors identified during a SIDPERS update cycle must be corrected by the originator and entered into the system on a priority basis, i.e., next duty day after receipt of personnel transaction register by originator (PTRO) (P11). The following apply:

(1) Unresolved errors greatly impact upon strength accountability, personnel records accuracy and unit/PSC element SIDPERS performance.

(2) The chief of the PAS determines an elapsed cycle time for the report (e.g., errors from AA cycle would not appear on the report until AD cycle, if elapsed cycle time was 2 cycles). However, the elapsed cycle time for resolution of errors cannot exceed a maximum of three cycles before the unresolved error is automatically listed on the report.

(3) Errors will continue to appear on the report until they have been corrected.

d. A sample of the unresolved error report is shown in Figure 4-6.

```

PREPARED XX XXX XX PCN: AAC-P29                                CD XX XXX XX SCN XX PAGE XXXX
PPA XX                                                         UNRESOLVED ERROR REPORT

ORIGINATOR XX                                                  SIDPERS DATA WITH ORIGINATOR CODE

ERROR CONTROL NUMBER                                           UNRESOLVED ERROR
XXXXXX                                                        XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXX                                                        XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXX                                                        XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

ORIGINATOR TOTAL XXXX

SIDPERS TOTAL      XXXX

```

Figure 4-6. Sample of the Unresolved Error Report By Originator—AAC-P29

The following table 4-4 displays the processing action for unresolved error report by originator.

Table 4-4
Processing action for unresolved error report by originator

- a. Review report with the originator to determine why errors are not being corrected and entered into the system the next duty day after receipt of the PTRO (P11).
- b. Review/revise BNS1 office SIDPERS processing procedures as appropriate.
- c. Request assistance from battalion/brigade PSNCO to resolve errors if appropriate.
- d. Ensure errors appearing on the report are corrected the next duty day after receipt of the P29.
- e. Request assistance from PAS analyst to resolve errors if necessary.
- f. Have original copy of the P29 retained on file in accordance with the retention and disposition instructions.

- a. Review P29s for the originators and your battalion/brigade units and provide assistance to resolve errors.
- b. If unresolved errors continue to be repeated and/or excessive, review BNS1 SIDPERS processing procedures and provide assistance in revising procedures.
- c. Request assistance from PAS analyst to resolve errors if necessary.
- d. Destroy copy of P29 when all errors are corrected or no longer needed for reference.

- a. Have senior analyst review P29s with unit/PSC element analysts to determine reasons for unresolved errors
- b. Have senior analyst review P29s with you.
- c. Provide assistance to units/PSC elements as necessary to resolve errors.
- d. If unresolved errors continue to be repeated and/or excessive, schedule the unit/PSC element for an assistance visit by the training

Table 4-4
Processing action for unresolved error report by originator—Continued

NCO.

- e. Coordinate with commander/PSC Element OICs as necessary regarding originator performance problems.
- f. Schedule originator for refresher training at the PAS.
- g. Advise PSC chief of originator performance problems and action taken if unresolved errors continue.
- h. Have a copy of the P29s retained on file in accordance with retention and disposition instructions.

4-18. Procedure 4-6 Authorized strength inquiry report AAC-A11

a. The purpose of this procedure is to provide the unit commander/military personnel management officer with information that is maintained on the SIDPERS authorized strength file (SASF) based on the TOE, MTOE, or TDA authorization documents.

b. Required reference used in this procedure is AR 310-49.

c. The authorized strength inquiry report is produced based on the submission of an OAUT transaction to the PAS or input of an OAUT transaction via a remote terminal. The commander/military personnel management officer may use the authorized strength inquiry report when he or she needs current information on personnel authorizations. When initially converting to SIDPERS, the OAUT transaction will be submitted for all units serviced by the PSC. It should be noted that most information contained on this report is also available on the Unit Manning Report.

d. The report is sequenced by voucher number, within voucher number, unit processing code (UPC) and within UPC, position number. It contains detailed information on positions authorized in a particular unit.

e. A sample of the authorized strength inquiry report, in the peacetime format, is shown in Figure 4-7. The Wartime format is shown in Figure 4-8.

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Figure 4-7. Sample of the peacetime authorized strength inquiry report—AAC-A11

(18) **VOUCHER NUMBER**—The Voucher Number of the requestor or submitter of the inquiry transaction. The first two positions identify the servicing SIDPERS. The second two positions, the originator code.

REPORT CONTENTS

Item Number	Explanation of Item
--------------------	----------------------------

- | | |
|------|--|
| (19) | UPC—Unit Processing Code. |
| (20) | PSC—Position Status Code. A code used to identify the current status of a position. Records the future addition or deletion. |
| (21) | PSD—Position Status Date. The effective year and month of the current status of the position. |
| (22) | POSNO—Position Number. A code used to identify a particular position within a paragraph and line number. |
| (23) | RESL POSNO—Reslot Posno. An alphanumeric field containing the position number that is to be assigned to a position when the position changes from future status to current status. |
| (24) | PARA NUM—Paragraph Number. The paragraph number is a four-position code that identifies a paragraph of a TOE, MTOE, or TDA document. |
| (25) | LINE NUM—Line Number. The line number is a three-position code that identifies a particular line of a paragraph number. |
| (26) | AUTH ID—Authorized Identity. The authorized identity code of a particular position. |
| (27) | AUTH BR—Authorized Branch. A code used to identify the authorized branch of a particular position. |
| (28) | AUTH GR—Authorized Grade. The abbreviation of the authorized grade and code for a particular position. |
| (29) | AMOS/PSC—Authorized Military Occupational Specialty and Position Status Code. The military occupational specialty code and position status code that is authorized for a particular position. |
| (30) | AUTH ASI—Authorized Additional Skill Identifier. The authorized MOS additional skill identifier that is authorized for a particular position. |
| (31) | POS ASI—Position Additional Skill Identifier. The additional skill identifier that is authorized for a particular position. |
| (32) | RQRD LANG—Required Language. A code used to identify the language identity code required for a particular position. |
| (33) | LVL DUTY—A code used to denote the type of assignment and the level of duty within that assignment associated with a given position within a particular authorization. See AR 680—29, paragraph 3—6, for the identification of code shown. |
| (34) | CON TVL STATUS—Indicates if current travel of dependents is available/authorized for the area in which the unit/position is located. |
| (35) | PPSS—Position Personnel Security Status. The highest level of personnel security eligibility for access to classified defense information required for a specific duty. |
| (36) | PPSR—Position Personnel Security Requirement. The unique personnel security requirement for a specific duty position. |
| (37) | PSIR— Personnel Security Investigation Required. The type of personnel security investigation that is needed for a specific duty position. |
| (38) | REMARKS CODE—1—Code documented in TAADS which conveys information of a unique nature regarding an authorized position. |
| (39) | REMARKS CODE—2—Code documented in TAADS that conveys information of a unique nature regarding an authorized position. |
| (40) | DATE TRAN—Date Transaction. The date of the last transaction that was submitted and processed to the SIDPERS authorized strength file (SASF). |
| (41) | LAST TRAN—Last Transaction. The type of the last transaction that was submitted and processed to the SIDPERS authorized strength file (SASF). |
| (42) | POSITION TITLE—A description of the tile of the authorized position. |
| (43) | LOCAL DATA—Determined by local procedure. |
| (44) | TOTAL AUTHORIZATIONS—The total strength authorizations by MPC. |
| (45) | TOTAL PROJECTED AUTHORIZATIONS—The total projected strength authorized by MPC. |

Figure 4–8. Sample of the wartime authorized strength inquiry report—AAC–All—Continued

4–19. Procedure 4–6 Action

The following table 4–5 displays the processing action for authorized strength inquiry report.

Table 4–5
Processing action for authorized strength inquiry report

Step: 1

Action required by: Supervisor

Description of actions: Submit to requestor.

Step: 2

Action required by: Requestor

Description of actions: File in accordance with retention/disposition.

4-20. Procedure 4-7 Military occupational specialty master file listing AAC-M05

- a.* The purpose of this procedure is to resolve MOS errors on the personnel transaction register by unit (PTRU).
- b.* Required references used in this procedure are as follows:
 - (1) AR 611-101.
 - (2) AR 611-112.
 - (3) AR 611-201.
- c.* The military occupational specialty (MOS) master file listing contains one record for each valid MOS. The SIDPERS MOS master file listing (SMEF) is created each month by Department of the Army, reflecting the latest changes. The SMEF is used by the management and records specialists in conjunction with SIDPERS change reports being input to the system and resolving errors on the various transaction register.
- d.* The SMEF listing contains all of the MOS specialty applicable to commissioned officers, warrant officers, and enlisted personnel. Also, a dummy record is produced to show the special qualification and additional skill identifiers in view of limited space on the printout. The MOS master file listing contains all of the valid MOS as follows:
 - (1) MOS which are active (currently in use).
 - (2) MOS which are inactive but will become active at some established date in the future.
 - (3) MOS which are active but are scheduled to be rescinded on a specific date in the future.
 - (4) MOS which are inactive but are being restrained on the list for an additional three years from the date such MOS were rescinded.
 - (5) MOS which are inactive but have an implementation date to become active some time in the future which is unknown at the time of preparation of the list.
- e.* A sample of the MOS master file listing, with explanation, is shown in Figure 4-9.

4-21. Procedure 4-7 Action

The following table 4-6 displays the processing action for military occupational specialty master file listing.

Table 4-6
Processing action for military occupational specialty master file listing

Step: 1

Action required by: Management specialist

Description of action: Upon receipt of the military occupational specialty master file listing (SMEF), compare it with the previous SMEF listing and accomplish the following actions:

- a. If the MOS is on the previous SMEF listing and is not on the new SMEF listing, check Army regulations and DA circulars to ascertain whether or not the MOS is valid or has been deleted.
 - b. If the MOS is on the new SMEF listing and is not on the previous SMEF listing, check Army regulations and DA circulars to ascertain whether or not the MOS is valid or has been deleted.
 - c. If one of the actions above is taken, prepare a DF to the PAS advising the PAS analyst of condition existing. Failure to accomplish this action will result in transactions that have valid MOS to be rejected by the system.
-

4-22. Procedure 4-8 SAF file listing AAC-C51

a. The purpose of this procedure is to provide the military personnel officer with a listing of the location of all active Army units.

b. The SAF file listing is produced from the SIDPERS SAF file and is used as a locator of active army units worldwide. Unit data such as unit name, location, command of assignment and unit status are shown for every SAF record. The SAF file listing may be used for various personnel management tasks, including the preparation of orders and processing of a transfer data record (TDR).

c. The SAF file listing shows all active army units worldwide and may be obtained in one of the following sequences. A minimum of one listing by UPC and one listing by UPC within unit number should be obtained for management purposes. Page one of the report is a classification cover sheet. The SAF listing is classified confidential by schedule card input.

- (1) Unit Processing Code (UPC).
- (2) UPC within Unit Number.
- (3) UPC within ARLOC.
- (4) UPC within AREAX.
- (5) UPC within PPA (SIDPERS Code)

d. A sample of the SAF file listing (unclassified) with explanation is shown in figures 4-10 and 4-11.

C L A S S I F I C A T I O N

PREPARED 79 DEC 14 PCN: AAC-C51
PPA LJ

SAF FILE LISTING

CD 79 DEC 10 SCN LA PAGE

CLASSIFIED BY: ODCOPS,HQDA

DECLASSIFIED ON 74 DEC 14

EXTENDED BY: REASON:

C L A S S I F I C A T I O N

Figure 4-10. Sample format for SAF file listing—page 1

C L A S S I F I C A T I O N															
1 PREPARED 79 DEC 14		2 PCN: AAC-C51		3 SAF FILE LISTING						4 CD 79 DEC 10		5 SCN LA		6 PAGE	
7 TPPA LJ															
8 UIC	9 UNIT NAME		10 AREA	11 LOC NAME	12 ZIP APO	13 OESTS CODE DATE	14 PPA	15 CAC	16 CLS	17 ARLOC	18 UNIT STATUS	19 TRANS DATE	20 TYPE TRANS		
ASWAA	0214 AD BN	PORSCOM	IGA	FT NCPRSN	50530 A		LJ	FC	U	13569	CO	790110	R		
A59AA	0296 AD BN	ARMY 02 PC	JA	CP ZAMA	76849 A		BA	PS	U	JA998	TH	790601	R		
ORMAT	WDAN SEP TRANSFER PNT		PR	SAN JUAN	00784 A		LJ	FC	U	RC767	PS	790601	C		
21 TOTAL SAF RECORDS 1,203															

C L A S S I F I C A T I O N

Legend for Figure 4-11;

Instructions for Sample format for AF file listing

REPORT HEADING

Item No. Explanation of Item

- (1) PREPARED—The date the report was actually prepared. In this example the prepared date is 80 Mar 20.
- (2) PCN: ACC-C51—The production Control Number of the report.
- (3) SAF FILE LISTING—The title of the report.
- (4) CD—Cycle Date. The “as of” date of the SIDPERS processing cycle that produced the report. In this example the cycle Date is 79 Dec 03.

Figure 4-11. Sample format for SAF file listing—page 2 and subsequent pages

- (5) SCN—Shipment Control Number. The Shipment Control Number is a two-character code that identifies the month and day the report was transmitted to MILPAC/HQDA. In this example the Shipment Control Number is LG.
- (6) PAGE 1—The page number of the report. Page one will always be a classification cover sheet.
- (7) PPA—The PERSINS Processing Activity (SIDPERS) hat prepared the report.

REORT CONTENTS

Item No. Explanation of Item

- (8) UIC—Unit Processing Code.
- (9) UNIT NAME—The name of the unit.
- (10) AREAX—A code used to identify the location of a unit. If the unit is located in CONUS, the first position represents the Army area and the next two positions the State in which the unit is located. If the unit is located overseas, the "AREAX" represents the abbreviation of the country in which the unit is located.
- (11) LOC-NAME—Location Name. An abbreviation used to identify all stations and locations both CONUS and overseas.
- (12) ZIP-APO—The zip code for stations and locations in CONUS. The APO for stations and locations overseas.
- (13) OESTS—Organization Status Code. A one-character alphabetic code indicating current status of an organization as follows:
- a. "A"—Active (Regular Army)
 - b. "B"—Planned Activation (Regular Army)
 - c. "C"—Inactive TDA Organization (All)
 - d. "E"—Planned Inactivation/Discontinuance (Regular Army)
 - e. "G"—Mobilized (National Guard)
 - f. "H"—Dual Mission (Regular Army)
 - g. "I"—Discontinued (All)
 - h. "N"—Active (National Guard)
 - i. "Q"—Planned Inactivation/Discontinuance (National Guard)
 - j. "R"—Active (Army Reserve)
 - k. "S"—Planned Inactivation/Discontinuance (Army Reserve)
 - l. "U"—Planned Activation (National Guard)
 - m. "V"—Mobilized (Army Reserve)
 - n. "Y"—Planned Activation (Army Reserve)
 - o. "Z"—Active at Zero Strength (Regular Army)
- OESTS DATE—The effective date of the activation or inactivation of the unit.
- (14) PPA-PERSINS Processing Activity—A code used to identify the location of a SIDPERS.
- (15) CAC—Command Assignment Code—A code indicating the major command to which the organization is assigned.
- (16) ORG CLS—Organization Classification. A code that identifies the security clearance classification of an organization.
- (17) ARLOC—Army Location. A Code used to identify all installations of the U.S. Army.
- (18) UNIT STATUS—Unit Status. A code used to clarify the status of active organizations and personnel in actual, authorized, and planned strength reports.
- (19) TRANS DATE—Transaction Date. The date of the last transaction that updated the SAF File Listing.
- (20) TRANS TYPE—Type Transaction. A code used to identify the last transaction that added, changed, or deleted SAF record.
- (21) TOTAL SAF RECORDS—The total number of SIDPERS SAF File Records in the listing.

Figure 4-11. Sample format for SAF file listing—page 2 and subsequent pages—Continued

4-23. Procedure 4-8 Action

The following table 4-7 displays the processing action for the SAF file listing.

Table 4-7
Processing action for the SAF file listing

Step: 1

Action required by: Management specialist/Orders clk

Description of action: Before issuance of orders, check assignment instructions against the losing and gaining UIC. These instructions apply to officers. See procedure 3-1, DA Pam 600-8-10 for enlisted personnel.

Step: 2

Action required by: Management specialist/Orders clk

Description of action: If unit listed on assignment instructions is not listed on the SAF file listing, contact PERSCOM (DAPC—appropriate career management division) for further instructions before issuance of orders.

Step: 3

Action required by: Management specialist/Orders clk

Table 4-7
Processing action for the SAF file listing—Continued

Description of action: If unit listed on assignment instructions has an identical UIC listed on the SAF file listing and if the unit organization classification is C, take immediate action to contact PERSCOM (DAPC—appropriate career management division) to determine correct unit of assignment. In cases of this type, take no action to issue orders until instructions are received from PERSCOM.

4-24. Procedure 4-9 Monthly edit report personnel master file MOS verification PCN: AAC-C23

- a. The purpose of this procedure is to provide unit commanders and military personnel officers with a listing of errors in the SIDPERS Personnel File (SPF) so the errors may be corrected.
- b. The monthly edit report personnel master file MOS verification matches all active SPF records against the SIDPERS MOS master file (SMMF) for validity and compatibility. If any of the items on the SPF do not pass the edit criteria and appear as an essential or nonessential compatibility or validity error, all of the items will be printed to assist in correction.
- c. A sample of the monthly edit report personnel master file MOS verification with explanation is shown in figure 4-12.

1		2		3										4		5		6	
PREPARED YY MM DD		PCN: AAC-C23		MONTHLY EDIT REPORT										CD YY MM DD		SCN XX		PAGE XXXX	
7 UNIT XXXXXXXXXXXXXXXXXXXXXXXX		8		9		10		11		12		13		14		15			
16 PPA XX		17		18		19		20		21		22		23		24			
17 SEQ OPTION IS XXX-???		18		19		20		21		22		23		24		25			
18 NAME		19 MFC		20 SSN		21 VSSN		22 GRD		23 SEX		24 PSSI/ASI/LNG		25 ASSI/ASI/LNG		26 DMOS/ASI/LNG			

- (8) MC XX—Mail Code. A code assigned by the Personnel Automation System (PAS) that identifies the Personnel Service Center (PRC) that services the unit.
- (9) DA CODES-ASG XX—A code indicating the major command to which the unit is assigned.
- (10) STATUS XX—Status Code. A code used to classify the status of Active Army organizations, personnel, and equipment. Reference paragraph 2-18, AR 680-29.
- (11) AREAX XXX—A code used to identify the location of a unit. If the unit is located in CONUS, the first position represents the Army area and the next two positions the State in which the unit is located. If the unit is located overseas, the "AREAX CODE" is the abbreviation of the country in which the unit is located.
- (12) UIC X XXX XX—Unit Identification Code.
- (13) UPC XXXXX—Unit Processing Code.
- (14) ANALYST X—Analyst Code. A code assigned by the PAS to group certain units in order to assign a group of units to a specific analyst in the PAS.
- (15) RPT SEQ CODE XXX—Report Sequence Code. A code assigned by the PAS to group units in a desired sequence for report purposes.
- (16) PPA XX—PERSINS Processing Activity.
- (17) SEQ OPTION—The optional sequence determined by the user.
- (18) NAME—The names of the individuals.
- (19) MPC—Military Personnel Class (MPC). A code used to identify personnel as commissioned officers, warrant officers, or enlisted personnel.
- (20) SSN—Social Security Account Number. The individual's Social Security Account Number.
- (21) VSSSN—Verification Status Social Security Number. A code used to indicate an individuals Social Security Number has/has not been verified with the Social Security Administration.
- (22) GRADE—The abbreviation and code of the individuals current grade.
- (23) SEX—The sex of the individual (male or female).
- (24) PSSI/PMOS/ASI/LNG—Primary Specialty Skill Identifier for commissioned officers. Primary Military Occupational Specialty Code and ASI for warrant officers and enlisted personnel. First Language Identity for all personnel.
- (25) ASSI/ASI/SMOS/CMOS/LNG—Alternate Specialty Skill Identifier for commissioned officers. Secondary Military Occupational Specialty Code and ASI for warrant officers and enlisted personnel. CMOS for warrant officers. Second Language Identity for all personnel.
- (26) DMOS/DPSC/ASI/LNG—Duty military occupational specialty code and ASI for warrant officers and enlisted personnel. Duty Specialty Code for commissioned officers, and Duty Language Identity for all personnel.
- (27) CTL BR—Control Branch for warrant officers. Control Specialty for commissioned officers.
- (28) PROM MOSC—Promotion MOS. The MOS in which an individual is recommended for promotion based upon an approved promotion list (local and Department of the Army Promotion List) or the Progression MOS.
- (29) RSC—Record Status Code.
- (30) DATA ELEMENTS—Indicates whether an item is blank or invalid.

Figure 4-12. Sample Format for Monthly Edit Report Personnel Master File MOS Verification—Continued

d. Any error conditions detected will be indicated under the Data Elements Column (item 30, fig 4-12). These conditions are listed in figure 4-13. PSC should submit appropriate changes to correct errors that are not preceded by an asterisk, as indicated in figure 4-14.

Procedure 4-23

**Monthly Edit Report
Personnel Master File MOS Verification**

- 1—INVALID MPC
- 2—PRI-SSI INVALID
- 3—PRI-SSI VS SEX INVALID
- 4—ALT-SSI INVALID
- 5—ALT-SSI VS SEX INVALID
- #6—DY-PSC NOT REPORTED
- #7—DY-PSC INVALID
- #8—DY-PSC VS SEX INVALID
- 9—PMOS BLANK
- 10—PMOS INVALID
- 11—PMOS VS SEX INVALID
- 12—CTL BR QUESTIONABLE
- 13—CTL BR BLANK
- 14—CTL BR INVALID
- 15—PMOS-ASI INVALID
- 16—CMOS INVALID
- 17—CMOS VS SEX INVALID
- #18—DMOS BLANK
- #19—DMOS INVALID
- #20—DMOS VS SEX INVALID
- 21—PASI INVALID
- 22—SMOS INVALID
- 23—SMOS VS SEX INVALID
- 24—SMOS OR PMOS INVALID
- 25—SASI INVALID
- 26—PROM MOS INVALID
- 27—PROM MOS VS SEX INVALID
- 28—PROG MOS VS SEX INVALID
- 29—PROG MOS INVALID

Applicable to Unit Level only.

Figure 4-13. Sample Format for Data Elements Error Conditions for Monthly Edit Report Personnel Master File MOS Verification

Procedure 4-23

Monthly Edit Report Personnel Master File MOS Verification

Error Condition	Required Actions
1.	Administrative Delete (ADMD) and Administrative Add (ADMA) to correct SPF record. ADMD must be processed before ADMA. (Two separate cycles.)
2, 3, 4, 5.	Process Inquiry Transactions (INQY) with applicable output code to generate DA Inquiry (T/T 40) which will cause DA OMF to return a DA Change Notification (5C) which will reflect data contained on the OMF.
9, 10.	For Warrant Officers, same as 2, 3, 4, 5.
9, 10, 11.	For Enlisted Personnel, submit PMOS transaction to correct/update SPF.
12, 13.	Submit Branch (BR) transaction to correct/update SPF.
14.	Submit ASI transaction to remove/change ASI for PMOS.
15, 16.	Same as 2, 3, 4, 5.
21.	Submit ASI transaction to remove/change Primary ASI (applies to Commissioned and Warrant Officers).
22, 23.	Submit SMOS transaction to remove/change SMOS (applies to Enlisted Personnel).
24.	Submit PMOS/SMOS transaction change (applies to Enlisted only).
25.	Submit ASI change to remove/change Secondary ASI (applies to Warrant Officers and Enlisted Personnel).
26, 27, 28, 29.	Submit PRMS transaction to remove/change Promotion/Progression MOS (applies to Enlisted only).

Figure 4-14. Sample Format for Monthly Edit Report Personnel Master File MOS Verification Error Condition Resolution

4-25. Procedure 4-10 Organizational master list PCN: AAC-C29

- a. The purpose of this procedure is to ensure the use of correct unit processing code (UPC) in the preparation of orders within this SIDPERS.
- b. The organizational master list may be used in conjunction with the preparation of readiness reports.
- c. The organizational master list consists of a detailed listing of organizational and strength data pertaining to each unit serviced by a SIDPERS activity.
- d. A sample of the organizational master list with explanation is shown in Figure 4-15.

1CLASSIFICATION

PREPARED XX XXX XX PCN: AAC-C29 ORGANIZATION MASTER LIST CD XX XXX XX SON XX PAGE: XXXX
PPA XX PART XXXXXXXXXXXX

UPC:XXXX UNIT:XXXXXXXXXXXXXXXXXXXXXXXXX LOC-NAME:XXXXXXXX ZIP-APD:XXXX AREAX:XXX ARLOC:XXXX CMD-CODE:XX UNIT-STATUS:XX
ANALYST:X PPA:XX ORG-SEC-CLASS:X UNIT-ASG-PRIORITY:X ABN/SF-CODE:X CONUS-REQ-AREA:XX REQ-ACT-CODE:XX PCT-CRIT-STR:XX SP-INST-QUAL:X
2 REPL-ACT-CODE:X CONC-TRVL-ST:X OESTS:X OESTS-DATE:XXXXX PA-DATE:XXXXX AUTH-DOC-NBR:XXXXXXXXXXXXXXXXX EDATE:XXXXX PEDATE:XXXXX
ADCON-UTC:XXXXX QPCON-UTC:XXXXX DSSN:XXXX P-UNIT-ID:X P-UNIT-NAME:XXXXXXXXXXXXXXXXXXXXXXXXX MAIL-CODE:XX MAIL-LAG:X RSC:XX
REC-TYPE:X DEL-LIT:XX TOD:XX AUTH-STR-OFF:XXXXX W/O:XXXXX ENL:XXXXX OFF-WO-PER-DATE:XXXXX ENL-WO-PER-DATE:XXXXX
3

20 OR MORE RECORDS

LAST LINE FOR FORMAT PART II READS AS FOLLOWS
2 REC-TYPE:X DEL-LIT:XX OFF-WO-PER-DATE:XXXXX ENL-WO-PER-DATE:XXXXX

LAST LINE FOR FORMAT PART III READS AS FOLLOWS
2 REC-TYPE:X DEL-LIT:XX

1CLASSIFICATION.

2PART I "ACTIVE ARMY" PEACETIME. PART II "ACTIVE ARMY" WARTIME. PART III "SAOP".

3IF THE RECORD TYPE IS X (INACTIVE) AND THE PA-DATE IS OVER 30 DAYS OLD, POST "DEL" TO DEL-LIT ON LINE 5.
IF THE RECORD TYPE IS OTHER THAN A AND THE PA-DATE IS EQUAL TO OR LESS THAN CURRENT DATE, POST "EPA" TO DEL-LIT ON LINE 5.
SCHEDULE CARD FORMAT #16 IS USED FOR THIS REPORT. TEST MODEL IS EXCLUDED FROM THIS REPORT.

CLASSIFICATION

Legend for Figure 4-15;

Instructions for organization master list

REPORT CONTENTS

Item No. Explanation of Item

- Line 1** AREA X—A code that identifies the Army area. State or County in which an organization is located.
ARLOC—A code that identifies each U.S. Army Installation.
CMD-CODE—Command Code. A code used to report the major command or agency of assignment of an organization.
UNIT STATUS—A code that classifies the status of an organization, personnel, and equipment.
- Line 2** ANALYST—A code assigned by the PAS to indicate the analyst responsible for a specific unit.
PPA—PERSINS Processing Activity. A code that identifies each SIDPERS activity.
ORG-SEC-CLASS—Organization Security Classification. A code that identifies the security status of an organization.
UNIT-ASG-PRIORITY—Unit Assignment Priority. Identifies an organization priority for receiving replacement personnel compared with other organizations that are under the same command.
ABN/SF CODE—Airborne/Special Forces Code. Identifies organizations that are categorized as airborne or special forces.
CONUS-REQ-AREA—CONUS Requisition Area/Overseas Country Code. Identifies the CONUS or overseas location of the organization for which an enlisted requisition is prepared.
REQ-ACT-CODE—Requisition Activity Code. Identifies the activity submitting the requisitions.
PCT-CRIT-STR—Percentage Critical Strength. Identifies the percent manning level below which an organization has insufficient resources.
SP-INST-QUAL—Special Instructions/Qualifications. Identifies organizations that require additional instructions or qualification to requisition that may affect the selection of replacements.
- Line 3** REPL-ACT-CODE—Replacement Activity Code. Identifies organizations which may serve as a replacement activity.
CONC-TRVL-ST—Concurrent Travel Status. Identifies organizations to which concurrent travel of dependents is available and authorized for the area in which the organization is located.
OESTS—Organization Status Code. Identifies an organization's current status in the Unit Identification System.
OESTS DATE—Identifies the date in which the current OESTS code will change.
RA-DATE—Identifies the date in which the current OESTS code will change.
AUTH-DOC-#—Authorized Document Number. Identifies an organization authorization document.
DATE-OF-DOC—Date of Document. Identifies the effective date of an organization's authorization document.
- Line 4** ADCON-UTC—Administrative Control Unit Identification Code. Identifies the Unit Identification Code of the organization exercising immediate administrative control over another organization.

Figure 4-15. Sample format for organization master file

OPCON—UIC—Operational Control Unit Identification Code. Identifies the Unit Identification Code of the organization exercising immediate operations control over another organization.

DSSN—Disbursing Station Symbol Number. Identifies the Army Finance and Accounting Office that has the disbursing account for this organization.

P—UNIT—ID—Parent Unit Identifier. Identifies the organizations parent unit by TDA or TDE designation.

MAIL—CODE—A code assigned by the PAS to identify the servicing Personnel Service Center (PSC) for an organization.

MAIL—LAG—Identifies the average number of days needed or originator input documents to reach the Personnel Automation Section.

RSC—Report Sequence Code. A code assigned by the PAS to group organizations in a desired sequence for report purposes.

Line 5 REC—TYPE—Record Type. Identifies the status of an organization record.

DEL—LIT—Delete Literal. Identifies organizations that have an expired planned action condition.

“EPA”—Record type is other than “A” and the PA—DATE is equal to or less than “CD.”

“DEL”—Record type is “X”, inactive, and the PA—DATE is over 30 days old.

TCO—Training Standards Officer. Identifies test officer designated to administer SQT.

AUTH—STR OFF/WO/ENL—Authorized strength of an organization. Totals are shown for commissioned officers, warrant officers, and enlisted personnel.

OFF—NO—PER—DATE—Officer No Personnel Date. Reflects the date an organization was depleted of accountable officer strength.

ENL—NO—PER—DATE—Enlisted No Personnel Date. Reflects the date an organization was depleted of accountable enlisted strength.

Wartime REC—TYPE—Record Type. Identifies the status of an organization record.

Line 5 DEL—LIT—Delete Literal. Identifies organizations that have an expired planned action condition.

“EPA”—Record type is other than “A” and the PA—DATE is equal to or less than “CD.”

“DEL”—Record type is “X”, inactive, and the PA—DATE is over 30 days old.

OFF—NO—PER—DATE—Officer No Personnel Date. Reflects the date an organization was depleted of accountable officer strength.

ENL—NO—PER—DATE—Enlisted No Personnel Date. Reflects the date an organization was depleted of accountable officer strength.

Figure 4–15. Sample format for organization master file—Continued

4–26. Procedure 4–10 Action

The following table 4–8 displays the processing action for organizational master list.

Table 4–8
Processing action for organizational master list

Step: 1

Action required by: Management Specialist

Description of Actions: Use the organizational master list to screen request for orders (RFO) reassignment within this SIDPERS for:

- Unit processing code (UPC) or sequence number change (SNC).
- Potential gaining UPC.

4–27. Procedure 4–11 SIDPERS personnel file edit report PCN: AAC–C82

a. The purpose of this procedure is to assist the PSC in the continuing task of maintaining the validity and integrity of the SPF.

b. Subject report is a SIRCUS Category I report, user modified and maintained. As designed, its scope is limited to a few of the SPF data elements. However, it should be modified as required to address other data elements which local experience indicates are problem areas.

c. A sample of the SIDPERS Personnel File Edit Report with explanation is at figures 4–16 and 4–17.

1 PREPARED YY MM DD		2 PCN: AAC-C82		3 SIDPERS PERSONNEL FILE EDIT REPORT		4 CD YY MM DD		5 SCN XX		6 PAGE XXXX	
------------------------	--	-------------------	--	---	--	------------------	--	-------------	--	----------------	--

7PPA XX
 MAJOR SEQUENCE OPTION: XXX XXX 8
 INTERMEDIATE SEQUENCE OPTION: XXXXX 9

10 NAME	11 SSN	12 GRADE	13 QUESTIONABLE DATA	14 REMARKS
XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	XXX	XXX-XX-XXXX	15SSN INVALID
XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	XXX	X	16SEX CODE NOT M OR F
XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	XXX	X	17RACE CODE INVALID
XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	XXX	XXXX MPC X	18GRADE/GRADE CODE INVALID OR NOT COMPATIBLE WITH MPC
XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	XXX	X	19MPC INVALID
XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	XXX	X	20MARITAL STATUS INVALID
XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	XXX	XXXXXX	21DATE OF BIRTH INVALID
XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	XXX	XXXXXX	22DATE OF BIRTH INDICATES UNDER 17 YEARS OLD
XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	XXX	XXXXXX	23DATE OF RANK INVALID
XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	XXX	XXXXXX	24BASIC ACTIVE SERVICE DATE INVALID
XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	XXX	XXXXXX	25PAY ENTRY BASIC DATE INVALID
XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	XXX	XXXXXX BASD: XXXXXX	26PAY ENTRY BASIC DATE GREATER THAN BASIC ACT SERVICE DATE
XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	XXX	XXXXXX	27ETS/ESA INVALID OR EXPIRED
XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	XXX	XXXXXX	28ETS MORE THAN SIX YEARS AWAY
XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	XXX	XX	29CONUS AREA OF PREFERENCE BLANK
XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	XXX	XX	30OVERSEAS AREA OF PREFERENCE BLANK
XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	XXX	XXXXXX	31DROS INVALID OR EXPIRED
XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	XXX	XXXXXX	32DEROS INVALID OR EXPIRED
XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	XXX	X	33AFST INVALID
XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	XXX	XX	34NUMBER OF ACCOMPANYING CS DEPENDENTS INVALID
XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	XXX	X	35ETHNIC GROUP CODE INVALID OR BLANK
XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	XXX	X	36APA CODE INVALID OR BLANK

Figure 4-16. SIDPERS Personnel Edit Report

PREPARED YY MM DD PCN: AAC-C82
PPA XX
MAJOR SEQUENCE OPTION: XXX XXX
INTERMEDIATE SEQUENCE OPTION: XXXXX

SIDPERS PERSONNEL FILE EDIT REPORT

CD YY MM DD SON XX PAGE XXXX

XXXXX SSN INVALID
XXXXX SEX CODE NOT M OR F
XXXXX RACE CODE INVALID
XXXXX GRD/CDE INVLD OR NOT CMPTBL W/MPC
XXXXX MPC INVALID
XXXXX MARITAL STATUS INVALID
XXXXX DATE OF BIRTH INVALID
XXXXX DATE OF BIRTH INDICATES UNDER 17 YEARS OLD
XXXXX DATE OF RANK INVALID
XXXXX BASIC ACTIVE SERVICE DATE INVALID
XXXXX PAY ENTRY BASIC DATE INVALID
XXXXX PERD GREATER THAN BASD
XXXXX ETS/ESA INVALID OR EXPIRED
XXXXX ETS MORE THAN SIX YEARS AWAY
XXXXX CONUS AREA OF PREFERENCE BLANK
XXXXX OVERSEAS AREA OF PREFERENCE BLANK
XXXXX DROS INVALID OR EXPIRED
XXXXX DEROS INVALID OR EXPIRED
XXXXX AREA OF CURR/LAST FOREIGN SERVICE INVALID
XXXXX NUMBER OF ACCOMPANYING OS DEPENDENTS INVALID
XXXXX ETHNIC GROUP CODE INVALID OR BLANK
XXXXX AEA CODE INVALID OR BLANK

37XXXXX ACTIVE RECORDS

38XXXXX MALE
39XXXXX FEMALE
40XXXXX UNKNOWN

Legend for Figure 4-17;

Figures 4-16 and 4-17. Instructions for SIDPERS Personnel File Edit Report

REPORT HEADINGS

Item No. Explanation of Item

- (1) PREPARED—The date the report was actually prepared.
- (2) PCN: AAC-C82—The Production Control Number of the report.
- (3) SIDPERS PERSONNEL FILE EDIT REPORT—The title of the report.
- (4) CD—Cycle Date—The “as of” date of the SIDPERS processing cycle that produced the report.
- (5) SCN—Shipment Control Number. The Shipment Control Number is a two character code that identifies the Cycle date.
- (6) PAGE X—The page number of the report.
- (7) PPA—PERSINS Processing Activity.
- (8) MAJOR SEQUENCE OPTION—Report Sequence Code or Mail Code or Analyst Code (Optional).
- (9) INTERMEDIATE SEQUENCE OPTION—Unit Processing Code (UPC) (Optional).

REPORT CONTENTS

Item No. Explanation of Item

- (10) NAME—The name of the individual.
- (11) SSN—Social Security Number. The Social Security Number of the individual.
- (12) GRADE—The grade in which the individual is presently serving.
- (13) QUESTIONABLE DATA—This column only shows the data contained in the data element that is either blank or has failed the edit check. If the data element was compared with another data element and failed the edit check, the data in both data elements will be shown. Example: Grade/Grade Code invalid or not compatible with MPC. The grade or grade code would be shown in the Questionable Data column, followed by the Military Personnel Code (MPC: X).

Figure 4-17. SIDPERS Personnel File Edit Report (Totals)

(14) REMARKS—This column identifies why the data element(s) have appeared in item 13, Questionable Data. If a double asterisk (**) appears before the information shown in the Remarks column, the data elements may contain blank(s) which is considered an error condition.

(15–36) These item numbers cover some of the reasons a data element could fail on the SPF edit report. Only if a data element fails, the data will appear in item 13 (Questionable Data) with the reason for failure in item 14 (remarks). Page three of this sample report contains the corresponding total of how many edit fails for each data element contained on page 1 and 2 of the report.

(37) ACTIVE RECORDS—Identifies how many records were edited on this report.

(38) MALE—Identifies how many of the records in item 42 were male.

(39) FEMALE—Identifies how many of the records in item 42 were female.

(40) UNKNOWN—Identifies how many of the records in item 42 failed on SEX code in item 16.

Figure 4–17. SIDPERS Personnel File Edit Report (Totals)—Continued

4–28. Procedure 4–11 Action

The following table 4–9 displays the processing action for the SIDPERS personnel file edit report.

Table 4–9

Processing action for the SIDPERS personnel file edit report

Step: 1

Action required by: Personnel records chief

Description of actions: Decide what data elements from the SPF are to be included on the report.

Step: 2

Action required by: SPF analyst

Description of actions: Prepare the contents for item 13 and 14 of the report.

Step: 3

Action required by: PAS

Description of actions: Produce the report.

Step: 4

Action required by: SPF analyst/PAS chief/PSC

Description of actions: Review the report to ensure content. Identify problem areas and changes for the next report.

Step: 5

Action required by: Records supervisor (optional)

Description of actions:

- a. Review report with previous report for repetitious edit fails.
- b. Ensure that the records specialist is aware of the repetition so that corrective action will be taken.

Step: 6

Action required by: Records specialist

Description of actions:

- a. Upon receipt of SPF data sampling report, obtain DA Form 2, 2–1, 4037 and MPRJ.
- b. Compare each data element in the sample against an authoritative record source located in the MPRJ. Authoritative sources include orders, forms, and other primary source documents. It is important to note that secondary records such as qualification records (DA Form 2, 2–1, and 4037) are not considered authoritative documents. Although the data should be compared against these documents, further checking against authoritative documents is required to ensure accuracy. In the comparisons, there should be no blank data element fields. When the SPF record contains a blank data element field, check the source document for a negative or none type of data element. Use the date codes in AR 680–29 to determine the true status of a blank data element field.
- c. Arrange for an interview with individual concerned. During the interview, explain that the timely and accurate reporting of personnel data through SIDPERS directly impacts upon the individual concerned. Incorrect or blank data on the EMF/OMF may cause erroneous actions to be taken that impact upon decisions affecting assignments, promotions, pay, and retention.
- d. Review with individual to determine accuracy/completeness of data.
- e. Submit appropriate SIDPERS transactions IAW procedures outlined in chapter 2 of this pamphlet.
- f. Return DA Form 2, 2–1, 4037 and MPRJ.
- g. File report in accordance with retention and disposition instructions.

Step: 7

Action required by: Records supervisor

Description of actions: Maintain close supervisory control to ensure required tasks are accomplished IAW applicable directives.

d. A sample of the Personnel Transaction Summary By Transaction Mnemonic By Originator is shown in figure 4-18.

Figure 4–18. Sample of the Personnel Transaction Summary by Transaction Mnemonic by Originator—AAC–P15

Step: 2

Table 4–10**Processing action for the personnel transaction summary by transaction mnemonic by originator.—Continued**

Action required by: Bn/Bde PSNCO**Description of actions:**

- a. Review P15 of originators for your battalion/brigade units and provide assistance to improve SIDPERS performance.
 - b. Advise Bn/Bde commander of originator(s) performance and action being taken and/or required as appropriate.
 - c. Have copy of P15 destroyed when no longer needed for reference.
-

Step: 3**Action required by:** PAS chief NCOIC**Description of actions:**

- a. Have senior analyst review P15s with unit/PSC element analysts to determine reasons for poor performance.
 - b. Have senior analysts review P15s with you and determine the following:
 - (1) If down time during the month for the computer or other systems problems is the cause for unprocessed transactions or late entries.
 - (2) What assistance has been provided by the PAS for the originator who has been having problems meeting the performance standards.
 - (3) To ensure that the originators are only submitting transactions that they are authorized to submit.
 - (4) Check to see if originators are submitting an unusual number of the same type of transactions over the period of the month. This may be abnormal when compared with other originators.
 - (5) Check to see if originators are submitting an unusual number of INQY transactions when the PAS is providing a sufficient number of DA Forms 2 (as a result of inprocessing procedures and/or OPER transactions).
 - c. Provide assistance to the unit/PSC elements as necessary.
 - d. Schedule assistance visits by the training NCO for units/PSC elements that continue to have problems meeting the performance standards.
 - e. Coordinate with commanders/PSC element OICs as necessary regarding an originators performance problem.
 - f. Advise the PSC chief of any computer down time or system problems that could affect SIDPERS performance.
 - g. Advise PSC chief of originator performance problems and action taken to improve performance.
 - h. Use the statistics of this report to prepare the monthly performance report.
 - i. Have a copy of the P15 retained on file in accordance with the retention and disposition instructions.
-

Step: 4**Action required by:** PSC chief**Description of actions:**

- a. Review monthly SIDPERS performance statistics with PAS chief.
 - b. Coordinate with battalion staff officers as necessary regarding unit originator performance.
 - c. Review performance of PSC originators with section chiefs. With assistance from the PAS Chief, determine causes and corrective action to be taken for late entries and unprocessed transactions. Encourage supervisors to monitor originator's performance throughout the month as the PTRO (P11) is received.
 - d. Review with appropriate staff officer, originator performance of activities outside of the PSC (e.g., Reenlistment Office, Officer Management).
 - e. Advise the AG of unit performance problems and the action taken to improve performance.
-

Step: 5**Action required by:** AG**Description of actions:**

- a. Review monthly SIDPERS performance statistics with the PSC chief.
 - b. Coordinate with battalion commanders as necessary regarding unit performance.
 - c. Coordinate with principal installations/division staff officer(s) regarding originator(s) performance as appropriate (e.g., G1 for Officer Management).
 - d. Advise the G1/DPCA of unit performance problems and action taken to improve performance.
-

Step: 6**Action required by:** G1/DPCA**Description of actions:**

- a. Review monthly SIDPERS performance statistics with the AG.
 - b. Coordinate with brigade/senior commanders as necessary regarding unit performance.
 - c. Advise installation/division commander of unit performance problems and action taken and/or required to improve performance.
-

4–31. Procedure 4–13 SPF data sampling report PCN: AAC–C78

a. The purpose of this procedure is to notify the PSC of the names of personnel whose records must be reviewed to ascertain the accuracy of the data elements reflected on the data sampling roster and to verify selected data elements reflected on the SIDPERS file against the authoritative documents contained in the MPRJ.

b. Source documents used in this procedure are DA Form 2(A–B) and DA Form 2–1, and DD Forms 4, 93, and 1966.

c. The selection of data elements not substantiated by authoritative documents in the MPRJ will be based upon the DA Form 2 Reconciliation requirements. This permits the scheduling of the individual interview one time to satisfy the requirements.

d. The report is produced by name listing, and by totals. Report is used for data sampling required by paragraph 7, DA Pamphlet 600–8–3. Data elements to be sampled are selected in accordance with the schedule contained in DA Pamphlet 600–8–3. Aggregate the records DA Form 600–8–2 report March 1989 code or mail code with totals displayed for commissioned officer, warrant officer, and enlisted personnel.

e. A sample of the SPF data sampling report is shown in figures 4–19 through 4–22.

1 PREPARED YY MM DD		2 PCN: AAC-C78		3 SPF DATA SAMPLING REPORT				4 CD YY MM DD		5 SCH XX		6 PAGE XXXX	
7 PPA XX													
8 UNIT XXXXXXXXXXXXXXXXXXXXXXXXXX		9 MC XX		10 DA CODES-ASG XX		11 STATUS XX		12 AREAX XXX		13 UIC X XXX XX		14 UPC XXXXX	
												15 ANALYST X	
												16 RPT SEQ CODE XXX	
17 NAME XXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXX													
18 SSN		XXX-XX-XXXX				XXX-XX-XXXX						XXX-XX-XXXX	
19 GRADE		XXX X				XXX X						XXX X	
20 ETS/ESA		XX-XX-XX				XX-XX-XX						XX-XX-XX	
21 PMOS/PSSI/ASI		XXXXX XX				XXXXX XX						XXXXX XX	
22 UMOS/DY-PSC/ASI		XXXXX XX				XXXXX XX						XXXXX XX	
23 SMOS/ALT-SSI/ASI		XXXXX XX				XXXXX XX						XXXXX XX	
24 VRB MOS/VRB DATE		XXX XX-XX-XX				XXX XX-XX-XX						XXX XX-XX-XX	
25 BASD		XX-XX-XX				XX-XX-XX						XX-XX-XX	
26 PFRD		XX-XX-XX				XX-XX-XX						XX-XX-XX	
27 A/LOSS		XX-XX-XX				XX-XX-XX						XX-XX-XX	
28 AFA CODE/TERM DATE		X XX-XX				X XX-XX						X XX-XX	
29 SVC COMP/GT SCORE		X XXX				X XXX						X XXX	
30 CITIZENSHIP STATUS		X				X						X	

Legend for Figure 4–19;

Instructions for format for SPF data sampling for strength months January, May, and September

REPORT HEADING

Item No. Explanation of Item

- (1) PREPARED—The date the report was actually prepared.
- (2) PCN: AAC-C78—The Production Control Number of the report.
- (3) SPF DATA SAMPLING REPORT—The title of the report.
- (4) CD—Cycle Date. The “as of” date of the SIDPERS processing cycle that produced the report.
- (5) SCN—Shipment Control Number. The Shipment Control Number is a two-character code that identifies the month and day the report was transmitted to MILPAC/HQDA.
- (6) PAGE—The page number of the report.
- (7) PPA—PERSINS Processing Activity.
- (8) UNIT—The name of the unit.
- (9) MC—Mail Code. The Mail Code designates the servicing PSC for the unit and its personnel.
- (10) DA CODES-ASG—A code indicating the major command to which the unit is assigned.
- (11) STATUS—Status Code. A code used to classify the status of active Army organization, personnel, and equipment.
- (12) AREAX XXX—A code used to identify the location of a unit. If the unit is located in CONUS, the first position represents the Army area and the next two positions the State in which the unit is located. If the unit is located overseas, the “Area X XXX Code” represents the abbreviation of the country in which the unit is located.
- (13) UIC—Unit Identification Code.
- (14) UPC—Unit Processing Code.
- (15) ANALYST—The analyst code identifies the analyst who is responsible for monitoring the SIDPERS performance of the unit.
- (16) RPT-SEQ-CODE—Report Sequence Code. The Report Sequence Code identifies the desired sequence for the report.

REPORT CONTENTS

Item No. Explanation of Item

- (17) NAME—The name of the individual (27 positions).
- (18) SSN—Social Security Number. The Social Security Number of the individual.
- (19) GRADE—The grade in which the individual is presently serving.
- (20) ETS/ESA—Expiration Term of Service/Expiration of Service Agreement. The Expiration Term of Service (only for enlisted personnel) and the Expiration of Service Agreement (only for commissioned and warrant officers) identifies the last day of their current contract.

Figure 4–19. Format for SPF Data Sampling for Strength Months January, May and September

(21) PMOS/PSSI/ASI—Primary Military Occupational Specialty/Primary Specialty Skill Identifier/Additional Skill Identifier. The Primary Military Occupational Specialty (only for enlisted personnel and warrant officers) and the Primary Specialty Skill Identifier (only for commissioned officers) identifies the most significant job skill that the individual performs. The Additional Skill Identifier identifies the additional skills for which the individual has received training and pertains to the PMOS/PSSI.

(22) DMOS/DY-PSC/ASI—Duty Military Occupational Specialty/Duty Military Occupational Specialty (only for enlisted personnel and warrant officers) and the Duty Primary Specialty Code (only for commissioned officers) identifies the duties that the individual is currently performing. The Additional Skills Identifier identifies the additional skills for which the individual has received training and pertains to the SMOS/DY-PSC.

(23) SMOS/ALT-SSI/ASI—Secondary Military Occupational Specialty/Alternate-Specialty Skill Identifier/Additional Skill Identifier. The Secondary Military Occupational Specialty (only for enlisted personnel and warrant officers) and the Alternate-Specialty Skill Identifier (only for commissioned officers) identifies other job skills that the individual can perform. The Additional Skill Identifier identifies additional skills for which the individual has received training and pertains to the SMOS/ALT-SSI.

(24) VRB MOS/VRB DATE—Variable Reenlistment Bonus Military Occupational Specialty/Variable Reenlistment Bonus Date pertains to enlisted personnel only. It identifies the Military Occupational Specialty and the effective date for which the individual received a Variable Reenlistment Bonus.

(25) BASD—Basic Active Service Date. The Basic Active Service Date identifies the date the individual's active service begins.

(26) PEBD—Pay Entry Basic Date. The Pay Entry Basic Date identifies the date the individual's pay begins.

(27) A/LOSS—Anticipated Date of Loss. The date the individual is expected to leave the unit.

(28) AEA CODE/TERM DATE—Assignment Eligibility and Availability Code/Termination Date pertains to enlisted personnel only. Identifies the eligibility and availability of the individual for reassignment and the termination date of the code if applicable.

(29) SVC COMP/GT SCORE—Service Component/General Technical Aptitude Area Score. Identifies the part of the Army in which the individual is serving. The General Technical Aptitude Area Score pertains to enlisted personnel only and identifies the aptitude of the individual for that aptitude area.

(30) CITIZENSHIP STATUS—Identifies the citizenship of the individual.

Figure 4-19. Format for SPF Data Sampling for Strength Months January, May and September—Continued

1	PREPARED YY MM DD	2	PCN: AAC-C78	3	SPF DATA SAMPLING REPORT	4	CD YY MM DD	5	SCN XX	6	PAGE: XXXX
7	PIPA XX	9	MC XX DA	10	CODES-ASG-XX	11	STATUS XX	12	AREAX XXX	13	UTC X XXX XX
8	UNIT XXXXXXXXXXXXXXXXXXXXXXXXXX	14	UPC XXXXX	15	ANALYST X	16	RPT SEQ CODE XXX				
17	NAME: XXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX				XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX					
18	SSN XXX-XX-XXXX	XXX-XX-XXXX				XXX-XX-XXXX					
19	GRADE XXX X	XXX X				XXX X					
20	MTS/ESA XX-XX-XX	XX-XX-XX				XX-XX-XX					
21	TERM OF SERVICE X	X				X					
22	DATE OF RANK XX-XX-XX	XX-XX-XX				XX-XX-XX					
23	NOT USED										
24	SPAY#1 SPAY#2 XXXXX XXXXX	XXXXX XXXXX				XXXXX XXXXX					
25	IPAY#1 IPAY#2 XXXXX XXXXX	XXXXX XXXXX				XXXXX XXXXX					
26	SPC DUTY ASGNT PAY STATUS X	X				X					
27	NOT USED										
28	LAST PCS XX-XX	XX-XX				XX-XX					
29	CTIVED/MCO ACADEMY X X	X X				X X					
30	HACE/BCD X X	X X				X X					
31	REL DENOM XX	XX				XX					

Legend for Figure 4-20;

Instructions for format for SPF data sampling for strength months February, June, and October

Item No. Explanation of Item

- (1) PREPARED—The date the report was actually prepared.
- (2) PCN: AAC-C78—The Production Control Number of the report.
- (3) SPF DATA SAMPLING REPORT—The title of the report.
- (4) CD—Cycle Date. The "as of" date of the SIDPERS processing cycle that produced the report.
- (5) SCN—Shipment Control Number. The Shipment Control Number is a two-character code that identifies the month and day the report was transmitted to MILPAC/HQDA.
- (6) PAGE—The page number of the report.

Figure 4-20. Format for SPF data sampling for strength months February, June, and October

- (7) PPA—PERSINS Processing Activity.
- (8) UNIT—The name of the unit.
- (9) MC—Mail Code. The Mail Code designates the servicing PSC for the unit and its personnel.
- (10) DA CODES—ASG—A code indicating the major command to which the unit is assigned.
- (11) STATUS—Status Code. A code used to classify the status of active Army organization, personnel, and equipment.
- (12) AREAX XXX—A code used to identify the location of a unit. If the unit is located in CONUS, the first position represents the Army area and the next two positions the State in which the unit is located. If the unit is located overseas, the "Area X XXX Code" represents the abbreviation of the country in which the unit is located.
- (13) UIC—Unit Identification Code.
- (14) UPC—Unit Processing Code.
- (15) ANALYST—The analyst code identifies the analyst who is responsible for monitoring the SIDPERS performance of the unit.
- (16) RPT—SEQ—CODE—Report Sequence Code. The Report Sequence Code identifies the desired sequence for the report.

REPORT CONTENTS

Item No. Explanation of Item

- (17) NAME—The name of the individual (27 positions).
- (18) SSN—Social Security Number. The Social Security Number of the individual.
- (19) GRADE—The grade in which the individual is presently serving.
- (20) ETS/ESA—Expiration Term of Service/Expiration of Service Agreement. The Expiration Term of Service (only for enlisted personnel) and the Expiration of Service Agreement (only for commissioned and warrant officers) identifies the last day of their current contract.
- (21) TERM OF SERVICE—Designates the active duty obligation incurred by the individual on the current contract.
- (22) DATE OF RANK—Designates the month-day-year from which the individual ranks, for promotional purposes; adjustable for time lost.
- (23) **(Rescinded.)**
- (24) SPAY #1 SPAY #2—Specialty Pay Number 1 and Specialty Pay Number 2. Identifies up to two types of specialty pay (less proficiency pay and enlistment/reenlistment bonus if enlisted) the individual receives under AR 37–104–3.
- (25) IPAY #1 IPAY #2—Incentive Pay Number 1 and Incentive Pay Number 2. Identifies up to two type of incentive pay the individual receives under AR 37–104–3.
- (26) SPECIAL DUTY ASSIGNMENT PAY STATUS—Special Duty Assignment Pay Status for enlisted personnel only. Designates the rating or classification of the individual eligible to receive Special Duty Assignment Pay under the provisions of AR 600–200.
- (27) **(Rescinded.)**
- (28) LAST PCS—Last Permanent Change of Station identifies the last date the individual was moved from one duty station to another at Government expense.
- (29) CIVED/NCO ACADEMY—Civilian Educational Level/Noncommissioned Officer Academy Graduate. The Civilian Educational Level designates the highest degree or diploma received. The NCO Academy designates graduates of the NCOES training courses and the academic level attained.
- (30) RACE/EGD—Race and Ethnic Group Designation. Identifies the individual's race and ethnic group.
- (31) REL DENOM—Religious denomination of the individual.

Figure 4–20. Format for SPF data sampling for strength months February, June, and October—Continued

1	2	3	4	5	6
PREPARED YY MM DD	PCN: AAC-C78	SPF DATA SAMPLING REPORT	CD YY MM DD	SCN XX	PAGE XXXX
7PPA XX					
8UNIT XXXXXXXXXXXXXXXXXXXXXXXXXX	9 MC XX	10 DA CODES-ASG XX	11 STATUS XX	12 AREAX XXX	13 UIC X XXX XX
			14 UPC XXXXX	15 ANALYST X	16 RPT SEQ CODE XXX
17NAME: XXXXXXXXXXXXXXXXXXXXXXXXXX		XXXXXXXXXXXXXXXXXXXXXXXXXXXX		XXXXXXXXXXXXXXXXXXXXXXXXXXXX	
18SSN XXX-XX-XXXX		XXX-XX-XXXX		XXX-XX-XXXX	
19GRADE XXX X		XXX X		XXX X	
20ETS/ESA XX-XX-XX		XX-XX-XX		XX-XX-XX	
21DATE OF RANK XX-XX-XX		XX-XX-XX		XX-XX-XX	
22NOT USED					
23SPAY#1 SPAY#2 XXXXX XXXXX		XXXXX XXXXX		XXXXX XXXXX	
24IPAY#1 IPAY#2 XXXXX XXXXX		XXXXX XXXXX		XXXXX XXXXX	
25SPC DUTY ASGMT PAY STATUS X		X		X	
26CHR XX		XX		XX	
27RACE/BCD X X		X X		X X	
28DATE OF BIRTH XX-XX-XX		XX-XX-XX		XX-XX-XX	
29LANG#1/LANG#2 XX XX		XX XX		XX XX	
30PULSES/PHYS CODE XXXXXX X		XXXXXX X		XXXXXX X	
31CONUS PREFERENCE XX		XX		XX	
32OVERSEA PREFERENCE XX		XX		XX	
33DROS/DEROS/MCRA XX-XX-XX X		XX-XX-XX X		XX-XX-XX X	

Legend for Figure 4-21;

Instructions for format for SPF data sampling for strength months April, August, and December

REPORT HEADING

Item No. Explanation of Item

- (1) PREPARED—The date the report was actually prepared.
- (2) PCN: AAC-C78—The Production Control Number of the report.
- (3) SPF DATA SAMPLING REPORT—The title of the report.
- (4) CD—Cycle Date. The “as of” date of the SIDPERS processing cycle that produced the report.
- (5) SCN—Shipment Control Number. The Shipment Control Number is a two-character code that identifies the month and day the report was transmitted to MILPAC/HQDA.
- (6) PAGE—The page number of the report.
- (7) PPA—PERSINS Processing Activity.
- (8) UNIT—The name of the unit.
- (9) MC—Mail Code. The Mail Code designates the servicing PSC for the unit and its personnel.
- (10) DA CODES—ASG—A code indicating the major command to which the unit is assigned.
- (11) STATUS—Status Code. A code used to classify the status of active Army organization, personnel, and equipment.
- (12) AREAX XXX—A code used to identify the location of a unit. If the unit is located in CONUS, the first position represents the Army area and the next two positions the State in which the unit is located. If the unit is located overseas, the “Area X XXX Code” represents the abbreviation of the country in which the unit is located.
- (13) UIC—Unit Identification Code.
- (14) UPC—Unit Processing Code.
- (15) ANALYST—The analyst code identifies the analyst who is responsible for monitoring the SIDPERS performance of the unit.
- (16) RPT-SEQ-CODE—Report Sequence Code. The Report Sequence Code identifies the desired sequence for the report.

REPORT CONTENTS

Item No. Explanation of Item

- (17) NAME—The name of the individual (27 positions).
- (18) SSN—Social Security Number. The Social Security Number of the individual.
- (19) GRADE—The grade in which the individual is presently serving.
- (20) ETS/ESA—Expiration Term of Service/Expiration of Service Agreement. The Expiration Term of Service (only for enlisted personnel) and the Expiration of Service Agreement (only for commissioned and warrant officers) identifies the last day of their current contract.
- (21) DATE OF RANK—Designates the month-day-year from which the individual ranks, for promotional purposes; adjustable for time lost.
- (22) (Rescinded.)

Figure 4-21. Format for SPF data sampling for strength months April, August, and December

- (23) SPAY #1 SPAY #2—Specialty Pay Number 1 and Specialty Pay Number 2. Identifies up to two types of specialty pay (less proficiency pay and enlistment/reenlistment bonus if enlisted) the individual receives under AR 37–104–3.
- (24) IPAY #1 IPAY #2—Incentive Pay Number 1 and Incentive Pay Number 2. Identifies up to two types of incentive pay the individual receives under AR 37–104–3.
- (25) SPECIAL DUTY ASSIGNMENT PAY STATUS—Special Duty Assignment Pay Status for enlisted personnel only. Designates the rating or classification of the individual eligible to receive Special Duty Assignment Pay under the provisions of AR 600–200.
- (26) CBR—Control Branch. Identifies an officer's arm of service (AR 10–6), including the basic and control branch for commissioned officers and the HQDA Management Group for warrant officers.
- (27) RACE/EGD—Race/Ethnic Group Designation. Identifies the individual's race and ethnic group.
- (28) DATE OF BIRTH—Identifies the individual's date of birth.
- (29) LANG #1/LANG #2—Identifies up to two foreign language codes the individual has proficiency with.
- (30) PULHES/PHYS CODE—Physical Profile Serial/Physical Category Code. The physical profile designates the individual's overall physical condition based upon the combination of PULHES factors. The physical category code designates the individual's most significant assignment limitation as related to physical condition.
- (31) CONUS PREFERENCE—Identifies the CONUS location the individual prefers for assignment.
- (32) OVERSEAS PREFERENCE—Identifies the overseas country the individual prefers for assignment.
- (33) DROS/DEROS/NCRA—Date Departed Last Overseas Assignment/Date Eligible to Return From Overseas/Non-CONUS Resident Area.

Figure 4–21. Format for SPF data sampling for strength months April, August, and December—Continued

1	2	3	4	5	6
PREPARED YY MM DD	PCN: AAC-C78	SPF DATA SAMPLING REPORT	CD YY MM DD	SCN XX	PAGE XXXX
7PPA XX					
8UNIT XXXXXXXXXXXXXXXXXXXXXXXX	9 MC XX	10 DA CODES-ASG XX	11 STATUS XX	12 AREA XX	13 UIC X XXX XX
			14 UIC XXXX	15 ANALYST X	16 RPT SEQ CODE XXX
17NAME XXXXXXXXXXXXXXXXXXXXXXXX		XXXXXXXXXXXXXXXXXXXXXXXXXXXX		XXXXXXXXXXXXXXXXXXXXXXXXXXXX	
18SSN XXX-XX-XXXX		XXX-XX-XXXX		XXX-XX-XXXX	
19GRADE XXX X		XXX X		XXX X	
20PTS/ESA XX-XX-XX		XX-XX-XX		XX-XX-XX	
21PMOS/PSSI/ASI XXXX XX		XXXX XX		XXXX XX	
22DMOS/DY-PSC/ASI XXXX XX		XXXX XX		XXXX XX	
23SMOS/ALT-SSI/ASI XXXX XX		XXXX XX		XXXX XX	
24VRB MOS/VRB DATE XXX XX-XX-XX		XXX XX-XX-XX		XXX XX-XX-XX	
25AFA CODE/TERM X XX-XX		X XX-XX		X XX-XX	
26SEX/MAR/NO.DEPN X X XX		X X XX		X X XX	
27CUR/LAST FST/CBT X X		X X		X X	
28FLD PERS SEC STAT X		X		X	
29RLB PRG ASSN STAT X		X		X	
30NOT USED					

Legend for Figure 4–22;

Instructions for format for SPF data sampling for strength months March, July, and November
REPORT HEADING

Item No. Explanation of Item

- (1) PREPARED—The date the report was actually prepared.
- (2) PCN: AAC-C78—The Production Control Number of the report.
- (3) SPF DATA SAMPLING REPORT—The title of the report.
- (4) CD—Cycle Date. The “as of” date of the SIDPERS processing cycle that produced the report.
- (5) SCN—Shipment Control Number. The Shipment Control Number is a two-character code that identifies the month and day the report was transmitted to MILPAC/HQDA.
- (6) PAGE—The page number of the report.
- (7) PPA—PERSINS Processing Activity.
- (8) UNIT—The name of the unit.
- (9) MC—Mail Code. The Mail Code designates the servicing PSC for the unit and its personnel.
- (10) DA CODES-ASG—A code indicating the major command to which the unit is assigned.
- (11) STATUS—Status Code. A code used to classify the status of active Army organization, personnel, and equipment.

Figure 4–22. Format for SPF data sampling for strength months March, July, and November

(12) AREAX XXX—A code used to identify the location of a unit. If the unit is located in CONUS, the first position represents the Army area and the next two positions the State in which the unit is located. If the unit is located overseas, the “Area X XXX Code” represents the abbreviation of the country in which the unit is located.

(13) UIC—Unit Identification Code.

(14) UPC—Unit Processing Code.

(15) ANALYST—The analyst code identifies the analyst who is responsible for monitoring the SIDPERS performance of the unit.

(16) RPT—SEQ—CODE—Report Sequence Code. The Report Sequence Code identifies the desired sequence for the report.

REPORT CONTENTS

Item No. Explanation of Item

(17) NAME—The name of the individual (27 positions).

(18) SSN—Social Security Number. The Social Security Number of the individual.

(19) GRADE—The grade in which the individual is presently serving.

(20) ETS/ESA—Expiration Term of Service/Expiration of Service Agreement. The Expiration Term of Service (only for enlisted personnel) and the Expiration of Service Agreement (only for commissioned and warrant officers) identifies the last day of their current contract.

(21) PMOS/PSSI/ASI—Primary Military Occupational Specialty/Primary Specialty Skill Identifier. The Primary Military Occupational Specialty (only for enlisted personnel and warrant officers) and the Primary Specialty Skill Identifier (only for commissioned officers) identifies the most significant job skill that the individual performs. The Additional Skill Identifier identifies the additional skills for which the individual has received training and pertains to the PMOS/PSSI.

(22) DMOS/DY—PSG/ASI—Duty Military Occupational Specialty/Duty Primary Specialty Code/Additional Skill Identifier. The Duty Military Occupational Specialty (only for enlisted personnel and warrant officers) and the Duty Primary Specialty Code (only for commissioned officers) identifies the duties the individual is currently performing. The Additional Skill Identifier identifies the additional skill for which the individual has received training and pertains to the DMOS/DY—PSC.

(23) SMOS/ALT—SSI/ASI—Secondary Military Occupational Specialty/Alternate-Specialty Skill Identifier/Additional Skill Identifier. The Secondary Military Occupational Specialty (only for enlisted personnel and warrant officers) and the Alternate-Specialty Skill Identifier (only for commissioned officers) identifies other job skills the individual can perform. The Additional Skill Identifier identifies additional skills for which the individual has received training and pertains to the SMOS/ALT—SSI.

(24) VRB MOS/VRB DATE—Variable Reenlistment Bonus Military Occupational Specialty/Variable Reenlistment Bonus Date pertains to enlisted personnel only. It identifies the Military Occupational Specialty and the effective date for which the individual received a Variable Reenlistment Bonus.

(25) AEA CODE/TERM DATE—Assignment Eligibility and Availability Code/Termination Date pertains to enlisted personnel only. Identifies the eligibility and availability of the individual for reassignment and the termination date of the code if applicable.

(26) SEX/MAR/NO. DEPN—Identifies The sex and marital status of the individual and how many dependants the individual has.

(27) CUR/LST FST/CBT—Identifies the overseas area in which an individual is serving or last served (CURRENT/LST FOREIGN SERVICE TOUR) and the overseas area in which an individual last served a combat tour (LAST COMBAT TOUR).

(28) FLD PERS SEC STAT—Field Determined Personnel Security Status. Identifies the highest level of personnel security access to classified defense information established by the field commander.

(29) RLB PRG ASSN STAT—Personnel Reliability Program Assignment Status. Identifies an individual's standing relative to training and duty under the nuclear, chemical, and automatic data processing personnel reliability program.

(30) (Rescinded.)

Figure 4–22. Format for SPF data sampling for strength months March, July, and November—Continued

4–32. Procedure 4–13 Action

The following table 4–11 displays the processing action for the SPF data sampling report.

Table 4–11
Processing action for the SPF data sampling report.

Step: 1

Action required by: Records specialist

Description of Actions:

- a. Upon receipt of SPF data sampling report, obtain DA Form 2 (A–B), 2–1, 4037 and MPRJ.
- b. Compare each data element in the sample against an authoritative record source located in the MPRJ. Authoritative sources include orders, forms and other primary source documents. It is important to note that secondary records such as qualification records (DA Form 2 are not considered authoritative documents. Although the data should be compared against these documents, further checking against authoritative documents is required to insure accuracy. In the comparisons, there should be no blank data element fields. When the SPF record contains a blank data element field, check the source document for a negative or none type of data element. Use the data codes in AR 680–29 to determine the true status of a blank data element field.
- c. Arrange for an interview with individual concerned. During the interview, explain that the timely and accurate reporting of personnel data through SIDPERS directly impacts upon the individual concerned. Incorrect or blank data on the EMF/OMF may cause erroneous actions to be taken which impact upon decisions affecting assignments, promotions, pay and retention.

- d. Review with individual to determine accuracy/completeness of data.
- e. Submit appropriate SIDPERS transactions IAW procedures outlined in Chapter 2 of this pamphlet.
- f. Return DA Form 2 (A-B), 2-1, 4037 and MPRJ.
- g. File report in accordance with retention and disposition instructions.

Action required by: Records supervisor

Description of Actions: Maintain close supervisory control to assure required tasks are accomplished IAW applicable directives.

a. The purpose of this procedure is to display the total SPF Record for an individual.

b. The SPF Record Inquiry File Listing will provide a listing of the total SPF Record for individuals that it has been requested for.

c. A sample of the SPF Record Inquiry File Listing is shown in figures 4-23 and 4-24.

Legend for Figure 4-23:

Instructions for sample format for peacetime SPF record inquiry file listing

REPORT HEADING

Item No.	Explanation of Item
----------	---------------------

- (1) PREPARED—The date the report was actually prepared.
- (2) PCN—ACC—P97—The Production Control Number of the report.
- (3) SPF RECORD INQUIRY FILE LISTING—The title of the report.
- (4) CD—Cycle Date. The “as of” date of the SIDPERS processing cycle that produced the report.
- (5) SCN—Shpment Control Number. This is a two-character code that identifies the month and day the report was prepared by the PI.
- (6) PAGE—The page number of the report.
- (7) PPA—PERSINS PROCESSING ACTIVITY.
- (8) VOUCHER NUMBER—a four-position code used for controlling and routing inquiry transactions.
- (9) PEACETIME—Indicates which processing mode the cycle is operating in.

REPORT CONTENTS

Item No.	Item Name
----------	-----------

- (A-1) DELETE CODE
(A-2) SOCIAL SECURITY NUMBER
(A-3) ATTACHED INDICATOR

DA PAM 600-8-2 • 1 March 1989

(A-4) NAME
 (A-5) MILITARY PERSONNEL CLASS
 (A-6) GRADE
 (A-7) DATE OF RANK
 (A-8) SEX
 (A-9) RACE/POPULATION GROUP
 (A-10) SERVICE COMPONENT
 (A-11) PRIMARY MILITARY OCCUPATIONAL SPECIALTY DATA
 (A-12) ADDITIONAL SKILL IDENTIFIER
 (A-13) DUTY STATUS
 (A-14) EFFECTIVE DATE DUTY STATUS
 (A-15) FIRST LANGUAGE IDENTITY
 (A-16) SECOND LANGUAGE IDENTITY
 (A-17) FIELD-DETM-PSSTAT
 (A-18) RECORD STATUS CODE
 (A-19) VERIFICATION STATUS SOCIAL SECURITY NUMBER
 (A-20) PHYSICAL PROFILE
 (A-21) PHYSICAL CATEGORY CODE
 (A-22) PERSONNEL SECURITY INVESTIGATION COMPLETED
 (A-23) ABSENT WITHOUT LEAVE REPORT INDICATOR
 (A-24) ARRIVAL/STRENGTH DATE 1
 (A-25) REPORT DATE 1
 (A-26) UNIT PROCESSING CODE 1
 (A-27) DEPARTURE DATE 1
 (A-28) POTENTIAL GAINING UNIT PROCESSING CODE
 (A-29) ULTIMATE GAINING UNIT PROCESSING CODE
 (A-30) ARRIVAL/STRENGTH DATE 2
 (A-31) REPORT DATE 2
 (B-1) UNIT PROCESSING CODE 2
 (B-2) DEPARTURE DATE 2
 (B-3) POTENTIAL GAINING UNIT PROCESSING CODE 2
 (B-4) ATTACHED INDICATOR
 (B-5) POSITION NUMBER 1
 (B-6) NUMBER OF DAYS TEMPORARY DUTY 1
 (B-7) NUMBER OF DAYS LEAVE 1
 (B-8) MOVEMENT DESIGNATOR CODE 1
 (B-9) POSITION NUMBER 2
 (B-10) NUMBER OF DAYS TEMPORARY DUTY 2
 (B-11) NUMBER OF DAYS OF LEAVE 2
 (B-12) MOVEMENT DESIGNATOR CODE 2
 (B-13) REGIMENTAL AFFILIATION
 (B-14) REGIMENTAL HOME BASE
 (B-15) SOCIAL SECURITY NUMBER OF MILITARY SPOUSE
 (B-16) OVERSEAS ASSIGNMENT PREFERENCE #1
 (B-17) OVERSEAS ASSIGNMENT PREFERENCE #2
 (B-18) OVERSEAS ASSIGNMENT PREFERENCE #3
 (B-19) CURRENT PROMOTION POINTS YR AND MO
 (B-20) PROMOTION POINT CURRENT
 (B-21) PPREVIOUS PROMOTION POINTS YR AND MO
 (B-22) PROMOTION POINTS PREVIOUS
 (B-23) NUMBER OF ACCOMPANYING NON-COMMAND-SPONSORED DEPENDENTS ON PCS
 (B-24) SEPARATION PROGRAM DESIGNATOR
 (B-25) TYPE OF TRANSACTION MOST RECENT STRENGTH
 (B-26) DATE OF TYPE OF TRANSACTION MOST RECENT STRENGTH
 (B-27) TYPE OF TRANSACTION—PERSONNEL
 (B-28) DATE OF TYPE OF TRANSACTION—PERSONNEL
 (B-29) DELAY IN SEPARATION CODE
 (B-30) EXPIRATION TERM OF SVC/EXPIRATION OF SERVICE AGREEMENT
 (B-31) TERM OF SERVICE/SERVICE AGREEMENT

Figure 4-23. Sample format for peacetime SPF record inquiry file listing—Continued

(B-32) DATE RETURNED FROM OVERSEAS
(B-33) DATE ELIGIBLE TO RETURN FROM OVERSEAS
(B-34) ANTICIPATED DATE OF LOSS
(C-1) DATE OF BIRTH
(C-2) BASIC ACTIVE SERVICE DATE
(C-3) PAY ENTRY BASIC DEATH
(C-4) YEAR AND MONTH OF PHOTOGRAPH SUSPENSE
(C-5) YEAR AND MONTH OF LAST PERMANENT CHANGE OF STATION
(C-6) YEAR AND MONTH ELIGIBLE FOR ARMED FORCES RESERVE MEDAL
(C-7) YEAR AND MONTH OF EFFICIENCY REPORT SUSPENSE
(C-8) YEAR AND MONTH COMPLETED LAST COMBAT TOUR
(C-9) AREA OF LAST COMBAT TOUR
(C-10) MARITAL STATUS
(C-11) NUMBER OF DEPENDANTS
(C-12) NUMBER OF ACCOMPANYING COMMAND-SPONSORED DEPENDENTS ON PCS
(C-13) SPECIAL PAY 1
(C-14) SPECIAL PAY 2
(C-15) INCENTIVE PAY 1
(C-16) INCENTIVE PAY 2
(C-17) ETHNIC GROUP DESIGNATOR
(C-18) RELIGIOUS DENOMINATION
(C-19) PROMOTION BAR—ENLISTED ONLY
(C-20) PRIVACY ACT DISPUTED RECORD
(C-21) DUAL SERVICE COMPONENT STATUS
(C-22) DUAL SERVICE COMPONENT GRADE AND CODE
(C-23) PROGRAM PROCUREMENT NUMBER
(C-24) CITIZENSHIP STATUS
(C-25) CIVILIAN EDUCATION
(C-26) NCO ACADEMY GRADUATE/MILITARY EDUCATION
(C-27) MPC OF ACTIVE DUTY SPOUSE
(C-28) FHA INSURANCE ELIGIBILITY CERTIFICATE INDICATOR
(C-29) ELIGIBILITY FOR IMMEDIATE ENLISTMENT/REENLISTMENT—ENLISTED ONLY
(C-29.1) DOD COMPONENT ACTIVE DUTY SPOUSE
(C-30) DUTY MILITARY OCCUPATIONAL SPECIALTY—ENLISTED/WARRANT OFFICER DUTY PRIMARY SPECIALTY CODE/
 SKILL IDENTIFIER/DUTY SECONDARY—COMMISSIONED OFFICER
(C-31) DUTY ADDITIONAL SKILL IDENTIFIER
(C-32) DUTY LANGUAGE IDENTITY CODE
(C-33) AREA OF CURRENT/LAST FOREIGN SERVICE TOUR AND TRAVEL STATUS—ENLISTED ONLY
(C-34) SPECIAL DUTY ASSIGNMENT PAY—ENLISTED ONLY
(C-35) SECONDARY MILITARY OCCUPATIONAL SPECIALTY CODE—ENLISTED CONTROL MILITARY OCCUPATIONAL CODE
 SPECIALTY CODE—WARRANT OFFICER ADDITIONAL SPECIALTY SKILL IDENTIFIER/ADDITIONAL SKILL IDENTIFIER—
 COMMISSIONED OFFICER
(C-36) SECONDARY ADDITIONAL SKILL IDENTIFIER/ADDITIONAL SKILL IDENTIFIER—
(C-37) CONTROL BRANCH—OFFICER CONUS AREA OF PREFERENCE—WARRANT OFFICER AND ENLISTED
(C-38 AND C-39) YEAR AND MONTH HIV SCREENING TEST LAST ADMINISTERED—ENLISTED
(C-38) CONTROL SPECIALTY—OFFICER BLANK—WARRANT OFFICER
(C-39) BLANK BRANCH—OFFICER BLANK—WARRANT OFFICER
(C-40) ENLISTMENT/REENLISTMENT BONUS INDICATOR—ENLISTED ONLY
(C-41) ACTIVE FEDERAL SERVICE—OFFICER
 VARIABLE REENLISTMENT BONUS MILITARY OCCUPATIONAL SPECIALTY—WARRANT OFFICER AND ENLISTED
(C-42) ACTIVE FEDERAL COMMISSIONED SERVICE—OFFICER ACTIVE FEDERAL SERVICE VERIFICATION CODE—WARRANT
 OFFICER
 VARIABLE REENLISTMENT BONUS DATE—ENLISTED
(C-43) PERMANENT GRADE—OFFICER PERMANENT GRADE CODE—WARRANT OFFICER PROMOTION MILITARY
 OCCUPATIONAL SPECIALTY—ENLISTED
(C-44) PERMANENT DATE OF RANK—OFFICER/WARRANT OFFICER YEAR AND MONTH OF ON-THE-JOB TRAINING
 COMPLETION/BLANK/EER—SEER VERIFICATION CODE—ENLISTED ONLY
(D-1) PROMOTABLE INDICATOR/ASSIGNMENT ELIGIBILITY AND AVAILABILITY (AEA)
(D-2) YEAR AND MONTH OF TERMINATION OF AEA—ENLISTED ONLY YEAR AND MONTH HIV SCREENING TEST LAST
 ADMINISTERED—OFFICER/WARRANT OFFICER

Figure 4-23. Sample format for peacetime SPF record inquiry file listing—Continued

- (D-3) GENERAL TECHNICAL APTITUDE SCORE—ENLISTED ONLY
- (D-4) YEAR AND MONTH OF GOOD CONDUCT MEDAL SUSPENSE—ENLISTED ONLY
- (D-5) SQT DESIGNATOR—ENLISTED ONLY
- (D-6) DATE SQT ADMINISTERED—2—ENLISTED ONLY
- (D-7) SQT SCORE—ENLISTED ONLY
- (D-8) PERCENTILE STANDING—ENLISTED ONLY
- (D-9) PROMOTION INDICATOR—ENLISTED ONLY
- (D-10) SQT SCORE—ENLISTED ONLY
- (D-11) DATE SQT ADMINISTERED—1—ENLISTED ONLY
- (D-12) DATE PERSONAL SECURITY INVESTIGATION COMPLETED
- (D-13) PERSONNEL SECURITY INVESTIGATION INITIATED
- (D-14) DATE PERSONNEL SECURITY INVESTIGATION INITIATED
- (D-15) PERSONNEL RELIABILITY PROGRAM ASSIGNMENT STATUS
- (D-16) DEPARTMENT-DETERMINED PERSONNEL SECURITY STATUS
- (D-17) FLAG—1 FOR SUSPENSION OF FAVORABLE PERSONNEL ACTION
- (D-18) FLAG—1 DATE FOR SUSPENSION OF FAVORABLE PERSONNEL ACTION
- (D-19) FLAG—2 FOR SUSPENSION OF FAVORABLE PERSONNEL ACTION
- (D-20) FLAG—2 DATE FOR SUSPENSION OF FAVORABLE PERSONNEL ACTION
- (D-21) PREVIOUS WEIGHT CONTROL PROGRAM DATE
- (D-22) GRADE—HOW—ACQUIRED—CODE
- (D-23) EFFECTIVE DATE PAY GRADE
- (D-24) LOCAL DATA
- (E-1) TOTAL RECORDS FOR VOUCHER NUMBER—Total number of records for each voucher number in cycle is entered.
- (E-2) TOTAL NUMBER OF RECORDS FOR CYCLE—Total number of records for all voucher numbers in cycle is entered.

[illegible]

Instructions for Sample Format for Wartime SPF Record Inquiry File Listing

Item No.	Explanation of Item
----------	---------------------

REPORT CONTENTS

Figure 4–24. Sample Format for Wartime SPF Record Inquiry File Listing

- (A-1) DELETE CODE
- (A-2) SOCIAL SECURITY NUMBER
- (A-3) ATTACHED INDICATOR
- (A-4) NAME
- (A-5) MILITARY PERSONNEL CLASS
- (A-6) GRADE
- (A-7) DATE OF RANK
- (A-8) SEX
- (A-9) RACE/POPULATION GROUP
- (A-10) SERVICE COMPONENT
- (A-11) PRIMARY MILITARY OCCUPATIONAL SPECIALTY DATA
- (A-12) ADDITIONAL SKILL IDENTIFIER
- (A-13) DUTY STATUS
- (A-14) EFFECTIVE DATE DUTY STATUS
- (A-15) LANGUAGE IDENTIFIER 1
- (A-16) LANGUAGE IDENTIFIER 2
- (A-17) FIELD-DETM-PSSTAT
- (A-18) RECORD STATUS CODE
- (A-19) VERIFICATION STATUS SOCIAL SECURITY NUMBER
- (A-20) PHYSICAL PROFILE
- (A-21) PHYSICAL CATEGORY CODE
- (A-22) PERSONNEL SECURITY INVESTIGATION COMPLETED
- (A-23) ABSENT WITHOUT LEAVE REPORT INDICATOR
- (A-24) ARRIVAL/STRENGTH DATE 1
- (A-25) REPORT DATE 1
- (A-26) ;UNIT PROCESSING CODE 1
- (A-27) DEPARTURE DATE 1
- (A-28) POTENTIAL GAINING UNIT PROCESSING CODE
- (B-1) UNIT PROCESSING CODE 2
- (B-2) DEPARTURE DATE 2
- (B-3) POTENTIAL GAINING UNIT PROCESSING CODE 2
- (B-4) ATTACHED INDICATOR
- (C-1) TOTAL RECORDS FOR VOUCHER NUMBER—Total number of records for each voucher number in cycle is entered.
- (D-1) TOTAL RECORDS FOR CYCLE—Total number of records for all voucher numbers in cycles is entered.

Figure 4-24. Sample Format for Wartime SPF Record Inquiry File Listing—Continued

4-34. Procedure 4-15 Cyclic JUMPS transaction register PCN: AAC-P49

- a.* The purpose of this procedure is to provide the PSC with information on the successful processing of FID U GRCH or JACT transactions and the subsequent generation of a 5-card transaction to the U.S. Army Finance and Accounting Center (USAFAC) for the updating of the master military pay file (MMPF).
- b.* The AAC-P49 and cards are generated anytime a GRCH or JACT transaction processes and the cycle control card contains a “Y” in position 28.
- c.* The ACC-P49 reflects all advancements/promotions/reductions originating at PSC level and the subsequent transactions generated to USAFAC JUMPS. The report displays the SIDPERS FID U GRCH or JACT transactions in print positions 1-80. Print positions 52-131 will display the transaction generated to USAFAC JUMPS.
- d.* A sample of the AAC-P49 report is shown in figure 4-25.


```

1 PREPARED XX XXX XX 2 PCN: AAC-P49 3 CYCLIC JUMPS TRANSACTION REGISTER 4 CD XX XXX XX 5 SON XX 6 PAGE XXXX
7 PPA XX
8 MAIL CODE XX 9 UPC XXXXX 10 MPC X
11 SIDPERS INPUT TRANSACTION GENERATED
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
12 JUMPS TRANSACTIONS GENERATED AS RESULTS OF GRCH OR JACT PROCESSING
C 13 14 15 ACT ITEM EFFECTIVE 16 PR 17 18 19 20
I SSN NAME CDE CODE DATE MTH SON FIDN
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
21 TOTAL JUMPS TRANSACTIONS X,XXX

```

Legend for Figure 4-25;

Description of Format for Cyclic JUMPS Transaction Register (AAC-P49)

REPORT HEADING

- | | |
|-----------------|--|
| Item No. | Explanation of Item |
| (1) | PREPARED—The date the report was actually prepared. |
| (2) | PCN—ACC-P49—The production control number of the report. |
| (3) | MONTHLY EDIT REPORT—The title of the report. |
| (4) | CD—Cycle Date. The as-of date of the SIDPERS processing cycle that produced the report. |
| (5) | SCN—Shipment Control Number. The shipment control number is a two-character code that identifies the month and day the report was prepared by the DPI. |
| (6) | PAGE—The page number of the report. |
| (7) | PPA—PERSINS PROCESSING ACTIVITY. |
| (8) | MC—Mail Code. A code indicating the major command to which the unit is assigned. |
| (9) | UPC—Unit Processing Code. |
| (10) | MPC—Military Personnel Class. A code used to identify personnel as commissioned officers, warrant officers, or enlisted personnel. |

- REPORT CONTENTS**
- | | |
|-----------------|--|
| Item No. | Explanation of Item |
| (11) | Display of SIDPERS input mnemonic GRCH or JACT transaction. |
| (12-20) | JUMPS—Army Promotion or Reduction (5 Card)—Output created by the SIDPERS Cycle as a result of a GRCH/JACT transaction processing and input to JUMPS to change the individual grade on the USAFAC MMPF. |
| (12) | CI—Card Identification Code. System generated "5". |
| (13) | SSN—Individual's Social Security Number. |
| (14) | Name—First four positions of individual's last name. |
| (15) | ACT CDE—Action Code. An input code that is used to designate kind of action to be taken with respect to the grade change. |
| (16) | Item Code. An input code that is used to identify the item of pay (Pay Grade). |
| (17) | Effective Date. The actual date of a grade change. |
| (18) | PR MO—System generated cycle month. |
| (19) | SDN—Substantiating Document Number. System generated. Positions 1 and 2 will be cycle control number of original input, position 3 will be a constant 0, and positions 4 and 5 will be cycle year. |
| (20) | FIDN—This number serves as a means of controlling and identifying organizations submitting input to and/or receiving output from the JUMPS—Army Computer System. |
| (21) | Total JUMPS Transactions. Total transactions generated to JUMPS, by successful processing of GRCH or JACT transactions. |

Figure 4-25. Sample of the cyclic JUMPS transaction register—AAC-P49

4-35. Procedure 4-15 Action

The following table 4-12 displays the processing action for the cyclic JUMPS transaction register.

Table 4-12
Processing action for the cyclic JUMPS transaction register

Step: 1

Action required by: Unit commander, 1SG, BNS1 Supervisor, PSC element OIC/NCOIC

Description of Actions:

- Review report with originator to determine if originator is meeting the established SIDPERS performance goals.
- Request assistance from the PAS analyst to resolve errors if necessary.
- Request assistance from local finance office if appropriate.

Step: 2

Action required by: PSC Clerk

Description of Actions: File report in accordance with retention and disposition instructions.

4-36. Procedure 4-16 JUMPS receipt notice listing PCN: AAC-P51

a. This procedure is used by the U.S. Army Finance and Accounting Center (USAFAC) to provide the PSC with information as to the errors resident in the JUMPS grade transactions (5-card). These errors need to be resolved expeditiously, as they affect an individual's pay.

b. The AAC-P51 is generated anytime a FID "Y" "Y5" transaction is received from USAFAC. The "Y5" (error notice) identifies specific JUMPS transactions that failed to process at USAFAC.

c. A sample of the JUMPS Error Notice Listing, with explanation, is shown in figure 4-26.

```

1 PREPARED XX XXX XX 2 PCN: AAC-P51 3 JUMPS RECEIPT NOTICE LISTING 4 CD XX XXX XX 5 SCN XX 6 PAGE: XXXX
7 PPA XX 8 FIDN XXXX
9 MAIL CODE XX 10 UPC XXXXX
11 SSN 12 NAME 13 ACTION CODE 14 ITEM CODE 15 EFFECT DATE 16 PROC MONTH 17 PIDN 18 TYPE TRAN 19 DATE 20 MESSAGE NUMBER 21 MESSAGE 22 SDN 23 ERROR
XXXXXXX XXXX XXXX XXXX XXXXXX XX XXXX XX XXXXXX XXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXX
SPF GRADE ABBR/CODE XXXX SPF EFFECTIVE DATE OF PAY GRADE XXXXXX SPF GRADE HOW ACQUIRED CODE X
24 XXXXXX X XXXXXXXXXXXX XXXXXX X XXXXXX XXXXXXXXXXXX XXX XXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXX XXXXXX XX X XXX
XXXXXXX XXXX XXXX XXXX XXXXXX XX XXXX XX XXXXXX XXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXX
SPF GRADE ABBR/CODE XXXX SPF EFFECTIVE DATE OF PAY GRADE XXXXXX SPF GRADE HOW ACQUIRED CODE X
XXXXXX X XXXXXXXXXXXX XXXXXX X XXXXXX XXXXXXXXXXXX XXX XXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXX XXXXXX XX X XXX
25 TOTAL NOTICES X,XXX

```

Legend for Figure 4-26;

Description of format for JUMPS Receipt notice listing (AAC-P51)

REPORT HEADING

Item No. Explanation of Item

- (1) PREPARED—The date the report was actually prepared.
- (2) PCN: ACC-P51—The production control number of the report.
- (3) JUMPS RECEIPT NOTICE—The title of the report.
- (4) CD—Cycle Date. The as of date of the SIDPERS processing cycle that produced the report.
- (5) SCN—Shipment Control Number. The shipment control number is a two-character code that identifies the month and day the report was prepared by the DPI.
- (6) PAGE—The page number of the report.
- (7) PPA—PERSINS Processing Activity.
- (8) FIDN—This number serves as a means of controlling and identifying organizations submitting input to and/or receiving output from the JUMPS Army Computer System.
- (9) MC—Mail Code. A code indicating the major command to which the unit is assigned.
- (10) UPC—Unit Processing Code.

REPORT CONTENTS

Item No. Explanation of Item

Figure 4-26. Sample of the JUMPS receipt notice listing—AAC-P51

- (11) SSN—Individual's social security number.
- (12) Name—First four positions of individual's last name.
- (13) Action code. An input code that is used to designate kind of action to be taken with respect to the grade change.
- (14) Item Code. An input code that is used to identify the item of pay (Pay Grade).
- (15) Effective Date. The actual date of a grade change.
- (16) PROC MO—System-generated cycle month.
- (17) FIND—This number serves as a means of controlling and identifying organizations submitting input to and/or receiving output from the JUMPS Army Computer System.
- (18) Type Tran—Type transaction "Y5."
- (19) Tran Date—Date Finance-generated "T5" transaction.
- (20) Message Number—A code related to a specific error message.
- (21) Message—Error Message. A plain english description of message code.
- (22) Substantiating Document Number. A five-character code that identifies the cycle control number in positions 1 and 2, position 3 is a constant 0, and positions 4 and 5 indicate the cycle year.
- (23) Error—Transaction error mnemonic generated where a Y5 is unmatched to the SPF by name or SSN.
- (24) SPF compatibility print line.
- (25) Total Notices—Total error notices processed.

Figure 4-26. Sample of the JUMPS receipt notice listing—AAC-P51—Continued

4-37. Procedure 4-16 Action

The "Y5" appears on the AAC-P51 report with the error mnemonic CNME present in positions 112-115. This indicates that the individual's name on the SPF was changed during the period between processing of the original transaction at USAFAC and local receipt of the error notice. Error resolution procedures are as follows:

Table 4-13
Processing action for the JUMPS receipt notice listing

Step: 1

Action required by: PSC clerk

Description of actions: Check to see if a FID X NAME or LNAM transaction processed.

- a. If a NAME or LNAM processed, contact the local FAO to determine the individual's NAME on JACS.
- b. If the individual's NAME on JACS equals the SPF NAME, continue at paragraph e to determine the cause for rejection of the JUMPS transaction.
- c. If the individual's NAME on the JACS does not equal the SPF NAME, contact finance to determine which file has the accurate NAME and then initiate corrective action to synchronize files. The SPF and JACS NAME must agree before you can proceed to paragraph e to determine original causes of JUMPS transaction ejection.
- d. The Y5 appears on the AAC-P51 report with the error mnemonic EUMN present in positions 112-115. This indicates that the SSN present in the Y5 did not match the SSN on the SPF. Please note that for this error there will be no compatibility printline because of the fact that no SPF record can be found. Error resolution procedures are as follows:
 - (1) Compare the SSN and name on the AAC-P51 with the current alpha roster (AAC-C11) to determine if there is a similar name or SSN present. If there is a similar SSN present and the name in the Y5 matches the name on the alpha roster, check to see if an SSAN transaction processed on the individual. If an SSAN transaction was processed, contact the local finance and accounting office (FAO) to determine the individual's SSN on JACS. If the individual's SSN on JACS equals the SPF SSN, continue at paragraph e to determine the cause for rejection of the JUMPS transaction.
 - (2) If the individual's SSN on JACS does not equal the SPF SSN, contact finance to determine which file has the accurate SSN and then initiate corrective action to synchronize files. The SPF and JACS SSN must agree before you can proceed to paragraph e to determine the original cause of the JUMPS transaction rejection.
 - (3) If there is no similar SSN or name present on the AAC-C11, research the previous AAC-C11s and annotate the AAC-P51 with the UPC and date of reassignment or date of ETS/ESA.
- e. The Y5 will appear on the AAC-P51 with one of the following error message codes:
 - (1) MSG code 301—account identification does not match. This code means that the name and/or the SSN of the five-card transaction did not match the MMPF, which created a Y5 error rejection. The individual's grade has been changed on the SPF but not on the MMPF. To resolve this error, contact the local FAO to determine the correct name/SSN. If the error occurs because of a mismatch on name, and if it is determined the FAO's files are incorrect, have the local FAO submit an ADM NAME transaction to correct and update the MMPF. After the ADM change has been processed on the MMPF, input a JACT transaction to SIDPERS that will report the grade change to the MMPF. If it is determined that the FAO has the correct name/SSN, submit an NAME/LNAM transaction to SIDPERS. After correction of the SPF, input a JACT transaction to SIDPERS that will report the grade change to the MMPF. In the case where a mismatch occurs because of SSN, work out the difference, submit the necessary SSN transaction to bring files into sync, and resubmit a JACT transaction.
 - (2) MSG code 304—action/item code is in error. This code means that a blank or invalid item code was used, or item and action code were used together. To resolve this error, contact the local FAO to determine the individual's current status on JACS. Ascertain if the action code is valid with status on JACS. Prepare the proper transaction (JACT or GRCH) to remedy the erroneous situation.

Table 4-13
Processing action for the JUMPS receipt notice listing—Continued

(2.1) MSG code 308—card invalid. This code means that card column 1 of the five-card pay change input sent to USAFAC did not contain the proper character of 5 and was rejected. This error indicates that there is a systemic problem that needs to be researched. To resolve this error, the PAS should contact the SIDPERS FACTS team at AV 221-9410 to report receipt of this error.

(3) MSG code 310—date code is blank or invalid. This code means that a pay change transaction was submitted with an effective date before the EAD date, or a pay change transaction was submitted with an invalid effective date, the date field was blank, off punched, contained an invalid or future date, or the date was more than 1 year past. To resolve this error, prepare a JACT transaction with proper effective date.

(3.1) MSG code 311—duplicate input. This code means that input was a duplicate input entry to an item that soldier was already receiving. For instance, entry is for promotion to E4 with effective date of 881011, however, soldier is already an E4 effective 870911. To resolve this error, contact the FAO to determine pay grade and effective date on the MMPF. If the FAO is correct, disregard this notice. If the FAO is incorrect, input a JACT or GRCH transaction as appropriate.

(4) MSG code 312—DSSN/FIDN is blank or invalid. This code means that input was received with card columns 77–80 either blank or containing invalid characters. To resolve this error, contact the local PAS and report receipt of this error. This error indicates that there is a systemic problem that must be researched.

(4.1) MSG code 318/418—identification invalid. This code means that the SSN and/or name contained blanks or invalid characters for a pay change input entry (five card). This error should occur on all AAC-P51 reports for the SEES text header only. USAFAC cannot strip off SEES text, but treats it as an input transaction. Disregard this error. If the 318/418 error is generated for other than the SEES textheader, there is a systemic problem. Take action to contact the SIDPERS FACTS team at AV 221-9410.

(5) MSG code 320—member's status caused transaction to be rejected. This code means that the absence or duty status of the individual precludes acceptance of the pay change item. To resolve this error, contact the FAO to determine duty status. If FAO duty status is erroneous, wait until duty status has been corrected and submit a JACT transaction to update the MMPF. If SPF duty status is erroneous, prepare a GRCH transaction to change the SPF grade and DYST transaction to change the duty status.

(6) MSG code 321—grade is in error or questionable. This code means that the PROM/REDU entry contained a blank or invalid pay grade and was rejected. To resolve this error, contact the FAO to determine grade and effective date of pay on JACS. Determine proper grade and effective date of pay and prepare a JACT or GRCH transaction as appropriate.

(7) MSG code 326/626—promotion/reduction is erroneous or needs to be verified. This code can mean one of several things. It can mean a PROX or REDX correction entry with a different grade than original entry was input, or that two changes in pay grade with the same effective date were submitted and the first change was posted to the account but the second change was rejected. The code can mean that the individual was PROM/REDU from one category to another (E3 to 1LT), the individual was PROM/REDU to same grade on prior update with different effective date, or that the individual was PROM/REDU to a higher/lower grade, respectively. To resolve this error, contact the FAO to determine the grade and effective date on JACS. Determine the proper grade and effective date and submit a GRCH or JACT transaction as appropriate.

(7.1) MSG code 339/639—member's ID changed. This code indicates previous input was submitted to change individual's ID. The pay change (five card) reflected the old ID. If error code is 339, the pay change was rejected. If error code is 639, the pay change was accepted. To resolve this error, ensure individual's ID is accurate on the MMPF and SPF. If SPF is incorrect, correct the ID. If JACS is incorrect, have the FAO correct the ID. Future input must contain the new ID if JACS is correct.

(8) MSG code 629—substantiating document number is invalid. This code means that invalid characters were used in card columns 70 through 76. To resolve this error, contact the local PAS and report receipt of this error. This error indicates there is a systemic problem that needs to be researched.

(9) MSG code 638—accepted month of ETS. This is an advisory notice and means that finance has accepted your input, however, you are being notified that the grade transaction was submitted during the last month of the soldier's ETS. To resolve this error, contact the local FAO to determine if the ETS date is the same on the MMPF and the SPF. If an error does exist, take the necessary action to report the correct ETS.

(10) **(Rescinded.)**

(11) MSG code 664—rejected, member separated. This code means that an entry has been received against an account that has been transferred off the finance system. To resolve this error, contact the FAO to determine if the account was properly transferred off the system. If the account was erroneously removed, have the FAO reestablish the account. After the account has been reestablished, submit a JACT transaction to correct the MMPF. If the individual has separated, prepare the SEP transaction.

(11.1) MSG code 666—accepted. This code means that the transaction has been accepted and posted to the MMPF.

(12) **(Rescinded.)**

Step: 2

Action required by: PSC Clerk

Description of actions: File report in accordance with retention and disposition instructions.

4-37.1. Procedure 4-16.1 Cyclic JUMPS Transaction Register PCN: AAC-P54

a. The purpose of this procedure is to provide the PSC with information on the successful processing of FID X NAME or LNAM transactions and the subsequent generation of a five-card transaction to the U.S. Army Finance and Accounting Center (USAFAC) for updating of the Master Military Pay File (MMPF).

b. The AAC-P54 and cards are generated anytime a NAME or LNAM transaction processes.

c. The AAC-P54 reflects the SIDPERS input transaction generated and the subsequent transaction generated to USAFAC JUMPS. The report displays the SIDPERS FID X NAME or LNAM transactions in print positions 1 through 80. Print positions 53–132 display the transaction generated to USAFAC JUMPS.

d. A sample of the AAC-P54 report is shown in figure 4-26.1.

1 PREPARED XX XXX XX	2 PCN: AAC-P54	3 CYCLIC JUMPS TRANSACTION REGISTER	4 CD XX XXX XX	5 SCN XX	6 PAGE XXXX
7 PPA XX					
8 MAIL CODE XX	9 UPC XXXXX	10 MPC X			

SIDPERS INPUT TRANSACTION GENERATED

```

11XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
                                     JUMPS TRANSACTION GENERATED AS RESULT OF NAME OR LNAME PROCESSING
                                     C          ACT ITEM          INDIVIDUAL          PR
                                     I SSN   NAME   CDE CODE          NAME          MTH SON FIDN
12XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
                                     XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
                                     XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
13TOTAL JUMPS TRANSACTIONS      X,XXX
  
```

Legend for Figure 4–26.1;

Description of format for cyclic JUMPS transaction register generated as a result of NAME or LNAME processing—AAC–P54
REPORT HEADING

Item No. Explanation of Item

- (1) PREPARED—The date the report was actually prepared.
- (2) PCN: ACC–P54—The production control number of the report.
- (3) CYCLIC JUMPS TRANSACTION REGISTER—The title of the report.
- (4) CD—Cycle Date. The as of date of the SIDPERS processing cycle that produced the report.
- (5) SCN—Shipment Control Number. The shipment control number is a two-character code that identifies the month and day the report was prepared by the DPI.
- (6) PAGE—The page number of the report.
- (7) PPA—PERSINS PROCESSING ACTIVITY.
- (8) MAIL CODE—A code indicating the major command to which the unit is assigned.
- (9) UPC—Unit Processing Code.
- (10) MPC—Military Personnel Class. A code used to identify personnel as commissioned officers, warrant officers, or enlisted personnel.

REPORT CONTENTS

Item No. Explanation of Item

- (11) Display of the input NAME or LNAME transaction that generated the JUMPS transaction.
- (12) Display of the JUMPS transaction that was generated to USAFAC.
- (13) Total JUMPS Transaction. Total number of JUMPS transaction generated as a result of successful processing NAME or LNAME transactions.

Figure 4–26.1. Sample of the cyclic JUMPS transaction register generated as a result of NAME or LNAME processing—AAC–P54

4–37.2. Procedure 4–16.1 Action

The following table 4–14 displays the processing action for the cyclic JUMPS transaction register (P54).

Table 4–14
Processing action for the cyclic JUMPS transaction register (P54)
<p>Step: 1</p> <p>Action required by: Unit commander, 1SG, BNS1 Supervisor, or PSC element OIC/NCOIC</p> <p>Description of action:</p> <ul style="list-style-type: none"> a. Review report with originator to determine if originator is meeting the established SIDPERS performance goals. b. Request assistance from the PAS analyst to resolve errors if necessary. c. Request assistance from local finance office if appropriate.
<p>Step: 2</p> <p>Action required by: PSC clerk</p> <p>Description of action: File report in accordance with retention and disposition instructions.</p>

4-37.3. Procedure 4-16.2 Cyclic JUMPS Transaction Register PCN: AAC-P55

- a. The purpose of this procedure is to provide the PSC with information on the successful processing of FID U COMP transactions and the subsequent generation of a five-card transaction to the U.S. Army Finance and Accounting Center (USAFAC) for updating of the Master Military Pay File (MMPF).
- b. The AAC-P55 and cards are generated anytime a COMP transaction processes.
- c. The AAC-P55 reflects the SIDPERS input transaction generated and the subsequent transaction generated to USAFAC JUMPS. The report displays the FID U COMP transactions in print positions 1 through 80. Print positions 53-132 display the transaction generated to USAFAC JUMPS.
- d. A sample of the AAC-P55 report is shown in figure 4-26.2.

```
1 PREPARED XX XXX XX 2 PCN: AAC-P55 3 CYCLIC JUMPS TRANSACTION REGISTER 4 CD XX XXX XX 5 SCN XX 6 PAGE: XXXX
7 PPA XX
8 MAIL CODE XX 9 UPC XXXXX 10 MPC X
SIDPERS INPUT TRANSACTION GENERATED
11XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
JUMPS TRANSACTION GENERATED AS RESULT OF COMP PROCESSING
C ACT ITEM PR
I SSN NAME CODE CODE MPC COMP MTH SDN FIDN
12XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
13TOTAL JUMPS TRANSACTIONS X,XXX
```

Legend for Figure 4-26.2;

Description of format for cyclic JUMPS transaction register generated as a result of COMP processing—AAC-P55 REPORT HEADING

Item No. Explanation of Item

- (1) PREPARED—The date the report was actually prepared.
- (2) PCN: ACC-P55—The production control number of the report.
- (3) CYCLIC JUMPS TRANSACTION REGISTER—The title of the report.
- (4) CD—Cycle Date. The as of date of the SIDPERS processing cycle that produced the report.
- (5) SCN—Shipment Control Number. The shipment control number is a two-character code that identifies the month and day the report was prepared by the DPI.
- (6) PAGE—The page number of the report.
- (7) PPA—PERSINS Processing Code.
- (8) MAIL CODE—A code indicating the major command to which the unit is assigned.
- (9) UPC—Unit Processing Code.
- (10) MPC—Military Personnel Class. A code used to identify personnel as commissioned officers, warrant officers, or enlisted personnel.

REPORT CONTENTS

Item No. Explanation of Item

- (11) Display of the input COMP transaction that generated the JUMPS transaction.
- (12) Display of the JUMPS transaction that was generated to USAFAC.
- (13) Total JUMPS Transactions. Total number of JUMPS transactions generated as a result of successful processing COMP transactions.

Figure 4-26.2. Sample of the cyclic JUMPS transaction register generated as a result of COMP processing—AAC-P55

4-37.4. Procedure 4-16.2 Action

The following table 4-15 displays the processing action for the cyclic JUMPS transaction register (P55).

Table 4-15
Processing action for the cyclic JUMPS transaction register (P55)

Step: 1

Action required by: Unit commander, 1SG, BNS1 supervisor, or PSC element OIC/NCOIC

Description of action:

- a. Review report with originator to determine if originator is meeting the established SIDPERS performance goals.
- b. Request assistance from the PAS analyst to resolve errors if necessary.
- c. Request assistance from local finance office if appropriate.

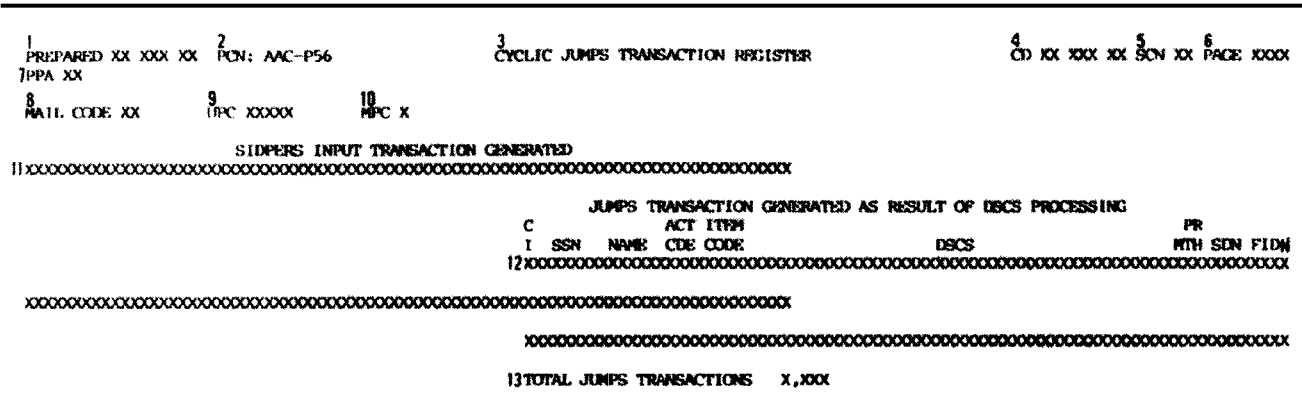
Step: 2

Action required by: PSC clerk

Description of action: File report in accordance with retention and disposition instructions.

4-37.5. Procedure 4-16.3 Cyclic JUMPS Transaction Register PCN: AAC-P56

- a. The purpose of this procedure is to provide the PSC with information on the successful processing of FID U DSCS transactions and the subsequent generation of a five-card transaction to the U.S. Army Finance and Accounting Center (USAFAC) for updating of the Master Military Pay File (MMPF).
- b. The AAC-P56 and cards are generated anytime a DSCS transaction processes.
- c. The AAC-P56 reflects the SIDPERS input transaction generated and the subsequent transaction generated to USAFAC JUMPS. The report displays the FID U DSCS transactions in print positions 1 through 80. Print positions 53-132 display the transaction generated to USAFAC JUMPS.
- d. A sample of the AAC-P56 report is shown in figure 4-26.3.



Legend for Figure 4-26.3;

Description of format for cyclic JUMPS transaction register generated as a result of DSCS processing—AAC-P56

REPORT HEADING

Item No. Explanation of Item

- (1) PREPARED—The date the report was actually prepared.
- (2) PCN—ACC-P56—The production control number of the report.
- (3) CYCLIC JUMPS TRANSACTION REGISTER—The title of the report.
- (4) CD—Cycle Date. The as of date of the SIDPERS processing cycle that produced the report.
- (5) SCN—Shipment Control Number. The shipment control number is a two-character code that identifies the month and day the report was prepared by the DPI.
- (6) PAGE—The page number of the report.
- (7) PPA—PERSINS Processing Activity.
- (8) MAIL CODE—A code indicating the major command to which the unit is assigned.
- (9) UPC—Unit Processing Code.

Figure 4-26.3. Sample of the cyclic JUMPS transaction register generated as a result of DSCS processing—AAC-P56

(10) MPC—Military Personnel Class. A code used to identify personnel as commissioned officers, warrant officers, or enlisted personnel.

REPORT CONTENTS

Item No. Explanation of Item

- (11) Display of the input DSCS transaction that generated the JUMPS transaction.
- (12) Display of the JUMPS transaction that was generated to USAFAC.
- (13) Total JUMPS Transactions. Total number of JUMPS transaction generated as a result of successful processing DSCS transactions.

Figure 4–26.3. Sample of the cyclic JUMPS transaction register generated as a result of DSCS processing—AAC–P56—
Continued

4–37.6. Procedure 4–16.3 Action

The following table 4–16 displays the processing action for the cyclic JUMPS transaction register (P56).

Table 4–16
Processing action for the cyclic JUMPS transaction register (P56)

Step: 1

Action required by: Unit commander, 1SG, BNS1 supervisor, or PSC element OIC/NCOIC

Description of action:

- a. Review report with originator to determine if originator is meeting the established SIDPERS performance goals.
- b. Request assistance from the PAC analyst to resolve errors if necessary.
- c. Request assistance from local finance office if appropriate.

Step: 2

Action required by: PSC clerk

Description of action: File report in accordance with retention and disposition instructions.

4–37.7. Procedure 4–16.4 Cyclic JUMPS Transaction Register PCN: AAC–P57

- a. The purpose of this procedure is to provide the PSC with information on the successful processing of FID U SEX transactions and the subsequent generation of a five-card transaction to the U.S. Army Finance and Accounting Center (USAFAC) for updating of the Master Military Pay File (MMPF).
- b. The AAC–P57 and cards are generated anytime a SEX transaction processes.
- c. The AAC–P57 reflects the SIDPERS input transaction generated and the subsequent transaction generated to USAFAC JUMPS. The report displays the FID U SEX transactions in print positions 1 through 80. Print positions 53 through 132 display the transaction generated to USAFAC JUMPS.
- d. A sample of the AAC–P57 report is shown in figure 4–26.4.

```
1 PREPARED XX XXX XX 2 PCN: AAC-P57 3 CYCLIC JUMPS TRANSACTION REGISTER 4 CD XX XXX XX 5 SON XX 6 PAGE XXXX
7 PPA XX
8 MAIL CODE: XX 9 UPC XXXXX 10 MPC X
SIDPERS INPUT TRANSACTION GENERATED
11XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
JUMPS TRANSACTION GENERATED AS RESULT OF SEX PROCESSING
C ACT ITEM PR
I SSN NAME CODE CODE SEX MTH SON FIDN
12XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
13TOTAL JUMPS TRANSACTIONS X,XXX
```

Legend for Figure 4–26.4;

Description of format for cyclic JUMPS transaction register generated as a result of SEX processing—AAC–P57

REPORT HEADING

Item No. Explanation of Item

Figure 4–26.4. Sample of the cyclic JUMPS transaction register generated as a result of SEX processing—AAC–P57

- (1) PREPARED—The date the report was actually prepared.
- (2) PCN—ACC—P57—The production control number of the report.
- (3) CYCLIC JUMPS TRANSACTION REGISTER—The title of the report.
- (4) CD—Cycle Date. The as of date of the SIDPERS processing cycle that produced the report.
- (5) SCN—Shipment Control Number. The shipment control number is a two-character code that identifies the month and day the report was prepared by the DPI.
- (6) PAGE—The page number of the report.
- (7) PPA—PERSINS Processing Activity.
- (8) MAIL CODE—A code indicating the major command to which the unit is assigned.
- (9) UPC—Unit Processing Code.
- (10) MPC—Military Personnel Class. A code used to identify personnel as commissioned officers, warrant officers, or enlisted personnel.

REPORT CONTENTS

Item No. Explanation of Item

- (11) Display of the input SEX transaction that generated the JUMPS transaction.
- (12) Display of the JUMPS transaction that was generated to USAFAC.
- (13) Total JUMPS Transactions. Total number of JUMPS transaction generated as a result of successful processing SEX transactions.

Figure 4–26.4. Sample of the cyclic JUMPS transaction register generated as a result of SEX processing—AAC—P57—Continued

4–37.8. Procedure 4–16.4 Action

The following table 4–17 displays the processing action for the cyclic JUMPS transaction register (P57).

**Table 4–17
Processing action for the cyclic JUMPS transaction register (P57)**

Step: 1

Action required by: Unit commander, 1SG, BNS1 supervisor, or PSC element OIC/NCOIC

Description of action:

- a. Review report with originator to determine if originator is meeting the established SIDPERS performance goals.
- b. Request assistance from the PSC analyst to resolve errors if necessary.
- c. Request assistance from local finance office if appropriate.

Step: 2

Action required by: PSC clerk

Description of action: File report in accordance with retention and disposition instructions.

4–37.9. Procedure 4–16.5 JUMPS receipt notice listing PCN: AAC-P58

a. This procedure is used by the U.S. Army Finance and Accounting Center (USAFAC) to provide the PSC with information as to the errors contained in sex change data forwarded in the five-card transaction to USAFAC. Errors are forwarded for resolution by SIDPERS.

b. The AAC-P58 is generated anytime a FID Y, Y1 transaction is received from USAFAC. The Y1 receipt notice identifies specific JUMPS transactions that failed to process at USAFAC.

c. A sample of the report format is shown in figure 4–26.5.

a. The Y1 appears on the AAC-P58 report with the error mnemonic EUMN present in positions 112 through 115. This indicates that the SSN present in the Y1 did not match the SSN on the SPF. Please note that for this error there will be no compatibility printline because of the fact that no SPF record can be found. Error resolution procedures are as follows.

Table 4-18
Processing action for the JUMPS receipt notice listing (P58)

Step: 1

Action required by: PSC clerk

Description of action:

a. Compare SSN and name on the AAC-P58 with the current alpha roster (AAC-C11) to determine if there is a similar name or SSN present. If there is a similar SSN present and the name in the Y1 matches the name on the alpha roster, check to see if an SSAN transaction processed on the individual. If an SSAN transaction was processed, contact the local FAO to determine the individual's SSN on the JUMPS Automated Coding System (JACS). If the individual's SSN on JACS equals the SPF SSN, continue action to determine the cause for rejection of the transaction.

b. If the individual's SSN on JACS does not equal the SPF SSN, contact finance to determine which file has the accurate SSN and then initiate corrective action to synchronize files. The SPF and JACS SSN must agree before you can proceed to determine the cause for rejection of the transaction.

c. If there is no similar SSN or name present on the AAC-C11, research the previous AAC-C11s and annotate the AAC-P58 with the UPC and date of reassignment or date of ETS/ESA.

Step: 2

Action required by: PSC clerk

Description of action: File report in accordance with retention and disposition instructions.

b. The Y1 appears on the AAC-P58 report with the error mnemonic CNME present in positions 112 through 115. This indicates that the individual's name on the SPF was changed during the period between processing of the original transaction at USAFAC and local receipt of the error notice. Error resolution procedures are as follows.

Table 4-19
Processing action for the JUMPS receipt notice listing (P58)—Continued

Step: 1

Action required by: PSC clerk

Description of action:

a. Check to see if a FID X NAME or LNAM transaction processed. If a NAME or LNAM processed, contact the local FAO to determine the individual's name on JACS. If the individual's name on JACS equals the SPF name, continue to determine the cause for rejection of the transaction.

b. If the individual's name on the JACS does not equal the SPF name, contact finance to determine which file has the accurate name and then initiate corrective action to synchronize files. SPF and JACS name must agree before you can proceed to determine original causes of transaction rejection.

Step: 2

Action required by: PSC clerk

Description of action: File report in accordance with retention and disposition instructions.

c. The Y1 will appear on the AAC-P58 with error message code 301—account identification does not match. This code means that the name and/or SSN of the five-card transaction did not match the Master Military Pay File (MMPF), which created a Y1 error rejection. The individual's grade has been changed on the SPF but not on the MMPF. Error resolution procedures are as follows.

Table 4-20
Processing action for the JUMPS receipt notice listing (P58)—Continued

Step: 1

Action required by: PSC clerk

Description of action:

a. Contact the local FAO to determine the correct name/SSN.

b. If the error occurs because of a mismatch on name and if it is determined the FAO files are incorrect, have the local FAO submit an ADM NAME transaction to correct and update the MMPF.

c. If it is determined that the FAO has the correct name/SSN, contact the PSC SIDPERS clerk and have a NAME/LNAM transaction submitted to SIDPERS.

d. If the mismatch occurs because of SSN, work out the difference and submit the necessary SSN transaction to bring files into sync.

e. Once the name/SSN match is corrected, resubmit the SEX transaction.

Table 4-20
Processing action for the JUMPS receipt notice listing (P58)—Continued—Continued

Step: 2

Action required by: PSC clerk

Description of action: File report in accordance with retention and disposition instructions.

d. The Y1 will appear on the AAC-P58 with error message code 311—duplicate admin change. This code means that a change was submitted, but the MMPF already reflects the change. Error resolution procedures are as follows.

Table 4-21
Processing action for the JUMPS receipt notice listing (P58)—Continued

Step: 1

Action required by: PSC clerk

Description of action: Contact the FAO to determine what the correct entry should be and resubmit if appropriate.

Step: 2

Action required by: PSC clerk

Description of action: File report in accordance with retention and disposition instructions.

e. The Y1 will appear on the AAC-P58 with error message code 312—DSSN/FIDN is blank or invalid. This code means that input was received with card columns 77 through 80 either blank or containing invalid characters. Error resolution procedures are as follows.

Table 4-22
Processing action for the JUMPS receipt notice listing (P58)—Continued

Step: 1

Action required by: PSC clerk

Description of action: Contact the local PAS and report receipt of this error. This error indicates there is a systemic problem that must be researched.

Step: 2

Action required by: PSC clerk

Description of action: File report in accordance with retention and disposition instructions.

f. The Y1 will appear on the AAC-P58 with error message code 331—item blank or invalid. This code means that column 45 of the five-card transaction was blank or invalid and input entry was rejected. Error resolution procedures are as follows.

Table 4-23
Processing action for the JUMPS receipt notice listing (P58)—Continued

Step: 1

Action required by: PSC clerk

Description of action: Determine the correct entry required and resubmit entry as appropriate.

Step: 2

Action required by: PSC clerk

Description of action: File report in accordance with retention and disposition instructions.

g. The Y1 will appear on the AAC-P58 with error message code 629— substantiating document number is invalid. This code means that invalid characters were used in card columns 70 through 76. Error resolution procedures are as follows.

Table 4-24
Processing action for the JUMPS receipt notice listing (P58)—Continued

Step: 1

Action required by: PSC clerk

Description of action: Contact the local PAS and report receipt of this error. This error indicates there is a systemic problem that needs to be researched.

Step: 2

Table 4–24
Processing action for the JUMPS receipt notice listing (P58)—Continued—Continued

Action required by: PSC clerk

Description of action: File report in accordance with retention and disposition instructions.

h. The Y1 will appear on the AAC-P58 with error message code 664—rejected, member separated. This code means that an entry has been received against an account that has been transferred off the finance system. Error resolution procedures are as follows.

Table 4–25
Processing action for the JUMPS receipt notice listing (P58)—Continued

Step: 1

Action required by: PSC clerk

Description of action:

- a. Contact the FAO to determine if the account was properly transferred off the system.
- b. If the account was erroneously removed, have the FAO reestablish the account.
- c. If the individual has separated, have the PSC SIDPERS clerk prepare the SEP transaction.

Step: 2

Action required by: PSC clerk

Description of action: File report in accordance with retention and disposition instructions.

i. The Y1 will appear on the AAC–P58 with message code 666—accepted. This code means the transaction has been accepted and posted to the MMPF.

4–37.11. Procedure 4–16.6 JUMPS Receipt Notice Listing PCN: AAC–P59

a. This procedure is used by the U.S. Army Finance and Accounting Center (USAFAC) to provide the PSC with information as to the errors contained in name change data forwarded in the five-card transaction to USAFAC. Errors are forwarded for resolution by SIDPERS.

b. The AAC–P59 is generated anytime a FID Y, Y2 transaction is received from USAFAC. The Y2 receipt notice identifies specific JUMPS transaction that failed to process at USAFAC.

c. A sample of the report format is shown in figure 4–26.6.

```

1 PREPARED XX XX XX 2 PCN: AAC-P59 3 JUMPS RECEIPT NOTICE LISTING 4 CD XX XX XX 5 SEN XX 6 PAGE XXXX
7 PPA XX 8 FIDN XXXX

9 MAIL CODE XX 10 UPC XXXXX 11 JUMPS RECEIPT NOTIFICATION FOR NAME

11 SEN 12 NAME 13 ACTION CODE 14 ITEM CODE 15 PROC MONTH 16 FIDN 17 TRAN 18 DATE 19 MESSAGE 20 MESSAGE 21 SEN 22 ERROR 23 NAME,INDIVIDUAL

XXXXXXXXXX XXXX XXXX XXXX XX XXXX XX XXXXXX XXX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXX XXX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
24 SPF GRADE ABBR/CODE XXXX SPF NAME,INDIVIDUAL XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXX X XXXXXXXXXXXX XXXXX X XXXXXX XXXXXXXXXXXX XXX XXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXX XXXX XXXX XXXX XX XXXX XX XXXXXX XXX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
SPF GRADE ABBR/CODE XXXX SPF NAME,INDIVIDUAL XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXX X XXXXXXXXXXXX XXXXXX X XXXXXX XXXXXXXXXXXX XXX XXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
25 TOTAL NOTICES X,XXX

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Legend for Figure 4–26.6;

Description of Format for JUMPS receipt notice listing for NAME—AAC–P59

REPORT HEADING

Item No. Explanation of Item

- (1) PREPARED—The date the report was actually prepared.
- (2) PCN—ACC–P59—The production control number of the report.
- (3) JUMPS Receipt Notice Listing—The title of the report.
- (4) CD—Cycle Date. The as of date of the SIDPERS processing cycle that processed the report.

Figure 4–26.6. Sample of the JUMPS receipt notice listing for NAME—AAC–P59

- (5) SCN—Shipment Control Number. The shipment control number is a two-character code that identifies the month and day the report was prepared by the DPI.
- (6) PAGE—The page number of the report.
- (7) PPA—PERSINS Processing Activity.
- (8) FIDN—This number serves as a means of controlling and identifying organizations submitting input to and/or receiving output from the JUMPS Army Computer System.
- (9) Mail code. A code identifying the major command to which the unit is assigned.
- (10) UPC—Unit Processing Code.

REPORT CONTENTS

Item No. Explanation of Item

- (11) Positions 01–09.
- (12) Positions 10–13.
- (13) Positions 14–17.
- (14) Positions 18–21.
- (15) Position 22.
- (16) Positions 28–29.
- (17) Positions 30–33.
- (18) Positions 34–35.
- (19) Positions 36–41.
- (20) Positions 42–44.
- (21) Positions 45–74.
- (22) Positions 75–79.
- (23) Appropriate error mnemonic will be entered in this position.
- (24) Standard SIDPERS data display.
- (25) Total Notices. Total number of Y2 receipt notices generated as a result of input of NAME/LNAME transactions.

Figure 4–26.6. Sample of the JUMPS receipt notice listing for NAME—AAC–P59—Continued

4–37.12. Procedure 4–16.6 Action

A Y2 is generated from USAFAC (JUMPS) to SIDPERS reflecting inconsistent, erroneous, incomplete, or completed name change data on a JUMPS five-card transaction. These notices appear on the AAC–P59, JUMPS Receipt Notice Listing. The report may also contain an additional error mnemonic (positions 112 through 115) generated when entered into the SIDPERS cycle. Errors of these type are caused by unmatched or incompatible conditions between the Y2 and SPF on name and SSN. Y2s will not be entered into the SIDPERS Error Suspense File, therefore, neither will they create an error control number nor will they appear on the AAC–P27, AAC–P29, or AAC–P31. The following is a listing of possible error conditions and the appropriate resolution procedures.

a. The Y2 appears on the AAC–P59 report with the error mnemonic EUMN present in positions 112 through 115. The code means that the SSN present in the Y2 did not match the SSN on the SPF. Please note that for this error there will be no compatibility printline because of the fact that no SPF record can be found. Error resolution procedures are as follows.

Table 4–26
Processing action for the JUMPS receipt notice listing (P59)

Step: 1

Action required by: PSC clerk

Description of action:

a. Compare SSN and name on the AAC–P59 with the current alpha roster (AAC–C11) to determine if there is a similar name or SSN present. If there is a similar SSN present and the name in the Y2 matches the name on the alpha roster, check to see if an SSAN transaction processed on the individual. If an SSAN transaction was processed, contact the local FAO to determine the individual's SSN on the JUMPS Automated Coding System (JACS). If the individual's SSN on JACS equals the SPF SSN, continue to determine the cause for rejection of the transaction.

b. If the individual's SSN on JACS does not equal the SPF SSN, contact finance to determine which file has the accurate SSN and then initiate corrective action to synchronize files. The SPF and JACS SSN must agree before you can proceed to determine the original cause of the transaction rejection.

c. If there is no similar SSN or name present on the AAC–C11, research the previous AAC–C–11s, and annotate the AAC–P58 with the UPC and date of reassignment or date of ETS/ESA.

Step: 2

Action required by: PSC clerk

Description of action: File report in accordance with retention and disposition instructions.

b. The Y2 appears on the AAC-P59 report with the error mnemonic CNME present in positions 112 through 115. This code indicates that the individual's name on the SPF was changed during the period between processing of the original transaction at USAFAC and local receipt of the error notice. Error resolution procedures are as follows.

Table 4-27
Processing action for the JUMPS receipt notice listing (P59)—Continued

Step: 1

Action required by: PSC clerk

Description of action:

a. Check to see if a FID X NAME or LNAM transaction processed. If a NAME or LNAM processed, contact the local FAO to determine the individual's name on JACS. If the individual's name on JACS equals the SPF name, continue to determine the cause for rejection of the transaction.

b. If the individual's name on the JACS does not equal the SPF name, contact finance to determine which file has the accurate name and then initiate corrective action to synchronize files. SPF and JACS name must agree before you can proceed to determine original causes of transaction rejection.

Step: 2

Action required by: PSC clerk

Description of action: File report in accordance with retention and disposition instructions.

c. The Y2 will appear on the AAC-P59 with error message code 301—account identification does not match. This code means that the name and/or SSN of the five-card transaction did not match the Master Military Pay File (MMPF), which created a Y2 error rejection. The individual's grade has been changed on the SPF but not on the MMPF. Error resolution procedures are as follows.

Table 4-28
Processing action for the JUMPS receipt notice listing (P59)—Continued

Step: 1

Action required by: PSC clerk

Description of action:

a. Contact the local FAO to determine the correct name/SSN.

b. If the error occurs because of a mismatch on name and if it is determined that the FAO files are incorrect, have the local FAO submit an ADM NAME transaction to correct and update the MMPF.

c. If it is determined that the FAO has the correct name/SSN, contact the PSC SIDPERS clerk and have a NAME/LNAM transaction submitted to SIDPERS.

d. If the mismatch occurs because of SSN, work out the difference and submit the necessary SSN transaction to bring files into sync.

e. Once name/SSN match is corrected, resubmit the NAME/LNAM transaction.

Step: 2

Action required by: PSC clerk

Description of action: File report in accordance with retention and disposition instructions.

d. The Y2 will appear on the AAC-P59 with error message code 311—duplicate admin change. This code means that a change was submitted, but the MMPF already reflects the change. Error resolution procedures are as follows.

Table 4-29
Processing action for the JUMPS receipt notice listing (P59)—Continued

Step: 1

Action required by: PSC clerk

Description of action: Contact the FAO to determine what the correct entry should be and resubmit if appropriate.

Step: 2

Action required by: PSC clerk

Description of action: File report in accordance with retention and disposition instructions.

e. The Y2 will appear on the AAC-P59 with an error message code 312—DSSN/FIDN that is blank or invalid. This code means that input was received with card columns 77 through 80 either blank or containing invalid characters. Error resolution procedure is as follows.

Table 4-30
Processing action for the JUMPS receipt notice listing (P59)—Continued

Step: 1

Action required by: PSC clerk

Description of action: Contact the local PAS and report receipt of this error. This error indicates there is a systemic problem that must be researched.

Step: 2

Action required by: PSC clerk

Description of action: File report in accordance with retention and disposition instructions.

f. The Y2 will appear on the AAC-P59 with error message code 629— substantiating document number is invalid. This code means that invalid characters were used in card columns 70 through 76. Error resolution procedures are as follows.

Table 4-31
Processing action for the JUMPS receipt notice listing (P59)—Continued

Step: 1

Action required by: PSC clerk

Description of action: Contact the local PAS and report receipt of this error. This error indicates there is a systemic problem that needs to be researched.

Step: 2

Action required by: PSC clerk

Description of action: File report in accordance with retention and disposition instructions.

g. The Y2 will appear on the AAC-P59 with error message code 664—rejected, member separated. This code means that an entry has been received against an account that has been transferred off the finance system. Error resolution procedure is as follows.

Table 4-32
Processing action for the JUMPS receipt notice listing (P59)—Continued

Step: 1

Action required by: PSC clerk

Description of action:

- a. Contact the FAO to determine if the account was properly transferred off the system.
 - b. If the account was erroneously removed, have the FAO reestablish the account.
 - c. If the individual has separated, have the PSC SIDPERS clerk prepare the SEP transaction.
-

Step: 2

Action required by: PSC clerk

Description of action: File report in accordance with retention and disposition instructions.

h. The Y2 will appear on the AAC-P59 with message code 666—accepted. This code means the transaction has been accepted and posted to the MMPF.

4-37.13. Procedure 4-16.7 JUMPS receipt notice listing PCN: AAC-P60

a. This procedure is used by the U.S. Army Finance and Accounting Center (USAFAC) to provide the PSC with information as to the errors contained in component change data forwarded in the five-card transaction to USAFAC. Errors are forwarded for resolution by SIDPERS.

b. The AAC-P60 is generated anytime a FID Y, Y3 transaction is received from USAFAC. The Y3 receipt notice identifies specific JUMPS transactions that failed to process at USAFAC.

c. A sample of the report format is shown in figure 4-26.7.


```

1 PREPARED XX XXX XX 2 PCN: AAC-P60 3 JUMPS RECEIPT NOTICE LISTING 4 CD XX XXX XX 5 SCN XX 6 PAGE: XXXX
7 PPA XX 8 FIDN XXXX
9 MAIL CODE XX 10 UPC XXXX
11 SSN 12 NAME 13 ACTION CODE 14 ITEM CODE 15 COMP 16 PROC MONTH 17 FIDN TRAN 18 TYPE TRAN 19 DATE 20 MESSAGE NUMBER 21 MESSAGE 22 SDN 23 ERROR
XXXXXXXXX XXXX XXXX XXXX X XX XXXX XX XXXXXX XXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXX XXXX
24 SPF GRADE ABBR/CODE XXXX SPF SERVICE COMPONENT X
XXXXXXXXX XXXXXXXXXXXX XXXXX X XXXXX XXXXXXXXXXXX XXX XXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXX XXXXXX XXXXXX XX X XXX
XXXXXXXXX XXXX XXXX XXXX X XX XXXX XX XXXXXX XXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXX XXXX
SPF GRADE ABBR/CODE XXXX SPF SERVICE COMPONENT X
XXXXXXXXX XXXXXXXXXXXX XXXXX X XXXXX XXXXXXXXXXXX XXX XXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXX XXXXXX XXXXXX XX X XXX
25 TOTAL NOTICES X,XXX

```

Legend for Figure 4-26.7;
Description of format for JUMPS receipt notice listing for COMP—AAC—P60
REPORT HEADING

- Item No. Explanation of Item
- (1) PREPARED—The date the report was actually prepared.
 - (2) PCN—ACC—P60—The production control number of the report.
 - (3) JUMPS Receipt Notice Listing—The title of the report.
 - (4) CD—Cycle Date. The as of date of the SIDPERS processing cycle that processed the report.
 - (5) SCN—Shipment Control Number. The shipment control number is a two-characer code that identifies the month and day the report was prepared by the DPI.
 - (6) PAGE—The page number of the report.
 - (7) PPA—PERSINS Processing Activity.
 - (8) FIDN—This number serves as a means of controlling and identifying organizations submitting input to and/or receiving output from the JUMPS Army Computer System.
 - (9) Mail code. A code indicating the major command to which the unit is assigned.
 - (10) UPC—Unit Processing Code.

REPORT CONTENTS

- Item No. Explanation of Item
- (11) Positions 01-09.
 - (12) Positions 10-13.
 - (13) Positions 14-17.
 - (14) Positions 18-21.
 - (15) Position 22.
 - (16) Positions 28-29.
 - (17) Positions 30-33.
 - (18) Positions 34-35.
 - (19) Positions 36-41.
 - (20) Positions 42-44.
 - (21) Positions 45-74.
 - (22) Positions 75-79.
 - (23) Appropriate error mnemonic will be entered in this position.
 - (24) Standard SIDPERS data display.
 - (25) Total Notices. Total number of Y3 receipt notices generated as a result of input of COMPONENT transactions.

Figure 4-26.7. Sample of the JUMPS receipt notice listing for COMP—AAC—P60

4-37.14. Procedure 4-16.7 Action

A Y3 is generated from USAFAC (JUMPS) to SIDPERS reflecting inconsistent, erroneous, incomplete, or complete component change data on a JUMPS five-card transaction. These notices appear on the AAC-P60, JUMPS Receipt Notice Listing. The report may also contain an additional error mnemonic (positions 112 through 115) generated when entered into the SIDPERS cycle. Errors of these type are caused by unmatched or incompatable conditions between the Y3 and SPF on name and SSN. Y3s will not be entered into the SIDPERS Error Suspense File, therefore, neither will they create an error control number nor will they appear on the AAC-P27, AAC-P29, or AAC-P31. The following is a listing of possible error conditions and the appropriate resolution procedures.

a. The Y3 appears on the AAC-P60 report with the error mnemonic EUMN present in positions 112 through 115. This code means that the SSN present in the Y3 did not match the SSN on the SPF. Please note that for this error there will be no compatibility printline because of the fact that no SPF record can be found. Error resolution procedures are as follows.

Table 4-33
Processing action for the JUMPS receipt notice listing (P60)

Step: 1

Action required by: PSC clerk

Description of action:

a. Compare SSN and name on the AAC-P60 with the current alpha roster (AAC-C11) to determine if there is a similar name or SSN present. If there is a similar SSN present and the name in the Y3 matches the name on the alpha roster, check to see if an SSAN transaction processed on the individual. If an SSAN transaction was processed, contact the local FAO to determine the individual's SSN on JACS. If the individual's SSN on JACS equals the SPF SSN, continue to determine the cause for rejection of the transaction.

b. If the individual's SSN on JACS does not equal the SPF SSN, contact finance to determine which file has the accurate SSN and then initiate corrective action to synchronize files. The SPF and JACS SSN must agree before you can proceed to determine the original cause of the transaction rejection.

c. If there is no similar SSN or name present on the AAC-C11, research the previous AAC-C11s, and annotate the AAC-P60 with the UPC and date of reassignment or date of ETS/ESA.

Step: 2

Action required by: PSC clerk

Description of action: File report in accordance with retention and disposition instructions.

b. The Y3 appears on the AAC-P60 report with the error mnemonic CNME present in positions 112 through 115. This code indicates that the individual's name on the SPF was changed during the period between processing of the original transaction at USAFAC and local receipt of the error notice. Error resolution procedures are as follows.

Table 4-34
Processing action for the JUMPS receipt notice listing (P60)—Continued

Step: 1

Action required by: PSC clerk

Description of action:

a. Check to see if a FID X NAME or LNAM transaction processed. If a NAME or LNAM processed, contact the local FAO to determine the individual's name on JACS. If the individual's name on JACS equals the SPF name, continue to determine the cause for rejection of the transaction.

b. If the individual's name on the JACS does not equal the SPF name, contact finance to determine which file has the accurate name and then initiate corrective action to synchronize files. SPF and JACS name must agree before you can proceed to determine original causes of transaction rejection.

Step: 2

Action required by: PSC clerk

Description of action: File report in accordance with retention and disposition instructions.

c. The Y3 will appear on the AAC-P60 with error message code 301—account identification does not match. This code means that the name and/or SSN of the five-card transaction did not match the Master Military Pay File (MMPF), which created a Y3 error rejection. The individual's grade has been changed on the SPF but not on the MMPF. Error resolution procedures are as follows.

Table 4-35
Processing action for the JUMPS receipt notice listing (P60)—Continued

Step: 1

Action required by: PSC clerk

Description of action:

a. Contact the local FAO to determine the correct name/SSN.

b. If the error occurs because of a mismatch on name and if it is determined that the FAO files are incorrect, have the local FAO submit an ADM NAME transaction to correct and update the MMPF.

c. If it is determined that the FAO has the correct name/SSN, contact the PSC SIDPERS clerk and have a NAME/LNAM transaction submitted to SIDPERS.

d. If the mismatch occurs because of SSN, work out the difference and submit the necessary SSN transaction to bring files into sync.

e. Once name/SSN match is corrected, resubmit the COMP transaction.

Step: 2

Description of action: File report in accordance with retention and disposition instructions.

d. The Y3 will appear on the AAC-P60 with error message code 311—duplicate admin change. This code means that a change was submitted, but the MMPF already reflects the change. Error resolution procedure is as follows.

Table 4-36
Processing action for the JUMPS receipt notice listing (P60)—Continued

Step: 1

Action required by: PSC clerk

Description of action: Contact the FAO to determine what the correct entry should be and resubmit if appropriate.

Step: 2

Action required by: PSC clerk

Description of action: File report in accordance with retention and disposition instructions.

e. The Y3 will appear on the AAC-P60 with an error message code 312—DSSN/FIDN that is blank or invalid. This code means that input was received with card columns 77 through 80 either blank or containing invalid characters. Error resolution procedure is as follows.

Table 4-37
Processing action for the JUMPS receipt notice listing (P60)—Continued

Step: 1

Action required by: PSC clerk

Description of action: Contact the local PAS and report receipt of this error. This error indicates there is a systemic problem that must be researched.

Step: 2

Action required by: PSC clerk

Description of action: File report in accordance with retention and disposition instructions.

f. The Y3 will appear on the AAC-P60 with an error message code 331—item that is blank or invalid. This code means that column 45 of the five-card transaction was blank or invalid and input entry was rejected. Error resolution procedures are as follows.

Table 4-38
Processing action for the JUMPS receipt notice listing (P60)—Continued

Step: 1

Action required by: PSC clerk

Description of action: Determine the correct entry required and resubmit entry as appropriate.

Step: 2

Action required by: PSC clerk

Description of action: File report in accordance with retention and disposition instructions.

g. The Y3 will appear on the AAC-P60 with error message code 629— substantiating that document number is invalid. This code means that invalid characters were used in card columns 70 through 76. Error resolution procedures are as follows.

Table 4-39
Processing action for the JUMPS receipt notice listing (P60)—Continued

Step: 1

Action required by: PSC clerk

Description of action: Contact the local PAS and report receipt of this error. This error indicates that there is a systemic problem that needs to be researched.

Step: 2

Action required by: PSC clerk

Description of action: File report in accordance with retention and disposition instructions.

h. The Y3 will appear on the AAC-P60 with an error message code 664—rejected, member separated. This code means that an entry has been received against an account that has been transferred off the finance system. Error resolution procedures are as follows.

- (12) Positions 10–13.
- (13) Positions 14–17.
- (14) Positions 18–21.
- (15) Position 22.
- (16) Positions 28–29.
- (17) Positions 30–33.
- (18) Positions 34–35.
- (19) Positions 36–41.
- (20) Positions 42–44.
- (21) Positions 45–74.
- (22) Positions 75–79.
- (23) Appropriate error mnemonic will be entered in this position.
- (24) Standard SIDPERS data display.
- (25) Total Notices. Total number of Y4 receipt notices generated as a result of input of DUAL SERVICE COMPONENT STATUS transactions.

Figure 4–26.8. Sample of the JUMPS receipt notice listing for DSCS—AAC–P61—Continued

4–37.16. Procedure 4–16.8 Action

A Y4 is generated from USAFAC (JUMPS) to SIDPERS reflecting inconsistent, erroneous, incomplete, or complete dual service component status change data on a JUMPS five-card transaction. These notices appear on the AAC–P61, JUMPS Receipt Notice Listing. The report may also contain an additional error mnemonic (positions 112 through 115) generated when entered into the SIDPERS cycle. Errors of these types are caused by unmatched or incomplete conditions between the Y4 and SPF on name and SSN. Y4s will not be entered into the SIDPERS Error Suspense File, therefore, neither will they create an error control number nor will they appear on the AAC–P27, AAC–P29, or AAC–P31. The following is a listing of possible error conditions and the appropriate resolution procedures.

a. The Y4 appears on the AAC–P61 report with the error mnemonic EUMN present in positions 112 through 115. The code means that the SSN present in the Y4 did not match the SSN on the SPF. Please note that for this error there will be no compatibility printline because of the fact that no SPF record can be found. Error resolution procedures are as follows.

Table 4–41
Processing action for the JUMPS receipt notice listing (P61)

Step: 1

Action required by: PSC clerk

Description of action:

a. Compare SSN and name on the AAC–P61 with the current alpha roster (AAC–C11) to determine if there is a similar name or SSN present. If there is a similar SSN present and the name in the Y4 matches the name on the alpha roster, check to see if an SSAN transaction processed on the individual. If an SSAN transaction was processed, contact the local FAO to determine the individual's SSN on JACS. If the individual's SSN on JACS equals the SPF SSN, continue to determine the cause for rejection of the transaction.

b. If the individual's SSN on JACS does not equal the SPF SSN, contact finance to determine which file has the accurate SSN and then initiate corrective action to synchronize files. The SPF and JACS SSN must agree before you can proceed to determine the original cause of the transaction rejection.

c. If there is no similar SSN or name present on the AAC–C11, research the previous AAC–C11s and annotate the AAC–P61 with the UPC and date of reassignment or date of ETS/ESA.

Step: 2

Action required by: PSC clerk

Description of action: File report in accordance with retention and disposition instructions.

b. The Y4 appears on the AAC–P61 report with the error mnemonic CNME present in positions 112 through 115. This code indicates that the individual's name on the SPF was changed during the period between processing of the original transaction at USAFAC and local receipt of the error notice. Error resolution procedures are as follows.

Table 4–42
Processing action for the JUMPS receipt notice listing (P61)—Continued

Step: 1

Action required by: PSC clerk

Description of action:

Table 4-42**Processing action for the JUMPS receipt notice listing (P61)—Continued—Continued**

a. Check to see if a FID X NAME or LNAM transaction processed. If a NAME or LNAM processed, contact the local FAO to determine the individual's name on JACS. If the individual's name on JACS equals the SPF name, continue to determine the cause for rejection of the transaction.

b. If the individual's name on the JACS does not equal the SPF name, contact finance to determine which file has the accurate name and then initiate corrective action to synchronize files. SPF and JACS name must agree before you can proceed to determine original causes of transaction rejection.

Step: 2**Action required by:** PSC clerk**Description of action:** File report in accordance with retention and disposition instructions.

c. The Y4 will appear on the AAC-P61 with error message code 301—account identification does not match. This code means that the name and/or SSN of the five-card transaction did not match the Master Military Pay File (MMPF), which created a Y4 error rejection. The individual's grade has been changed on the SPF but not on the MMPF. Error resolution procedures are as follows.

Table 4-43**Processing action for the JUMPS receipt notice listing (P61)—Continued**

Step: 1**Action required by:** PSC clerk**Description of action:**

- a. Contact the local FAO to determine the correct name/SSN.
 - b. If the error occurs because of a mismatch on name and if it is determined the FAO files are incorrect, have the local FAO submit an ADM NAME transaction to correct and update the MMPF.
 - c. If it is determined that the FAO has the correct name/SSN, contact the PSC SIDPERS clerk and have a NAME/LNAM transaction submitted to SIDPERS.
 - d. If the mismatch occurs because of SSN, work out the difference and submit the necessary SSN transaction to bring files into sync.
 - e. Once name/SSN match is corrected, resubmit the DSCS transaction.
-

Step: 2**Action required by:** PSC clerk**Description of action:** File report in accordance with retention and disposition instructions.

d. The Y4 will appear on the AAC-P61 with error message code 311—duplicate admin change. This code means that a change was submitted, but the MMPF already reflects the change. Error resolution procedures are as follows.

Table 4-44**Processing action for the JUMPS receipt notice listing (P61)—Continued**

Step: 1**Action required by:** PSC clerk**Description of action:** Contact the FAO to determine what the correct entry should be and resubmit if appropriate.

Step: 2**Action required by:** PSC clerk**Description of action:** File report in accordance with retention and disposition instructions.

e. The Y4 will appear on the AAC-P61 with an error message code 312—DSSN/FIDN that is blank or invalid. This code means that input was received with card columns 77 through 80 either blank or containing invalid characters. Error resolution procedures are as follows.

Table 4-45**Processing action for the JUMPS receipt notice listing (P61)—Continued**

Step: 1**Action required by:** PSC clerk**Description of action:** Contact the local PAS and report receipt of this error. This error indicates there is a systemic problem that must be researched.

Step: 2**Action required by:** PSC clerk**Description of action:** File report in accordance with retention and disposition instructions.

f. The Y4 will appear on the AAC-P61 with an error message code 331—item that is blank or invalid. This code means that column 45 of the five-card transaction was blank or invalid and input entry was rejected. Error resolution procedures are as follows.

Table 4-46
Processing action for the JUMPS receipt notice listing (P61)—Continued

Step: 1

Action required by: PSC clerk

Description of action: Determine the correct entry required and resubmit entry as appropriate.

Step: 2

Action required by: PSC clerk

Description of action: File report in accordance with retention and disposition instructions.

g. The Y4 will appear on the AAC-P61 with error message code 629—substantiating document number is invalid. This code means that invalid characters were used in card columns 70 through 76. Error resolution procedures are as follows.

Table 4-47
Processing action for the JUMPS receipt notice listing (P61)—Continued

Step: 1

Action required by: PSC clerk

Description of action: Contact the local PAS and report receipt of this error. This error indicates there is a systemic problem that needs to be researched.

Step: 2

Action required by: PSC clerk

Description of action: File report in accordance with retention and disposition instructions.

h. The Y4 will appear on the AAC-P61 with error message code 664—rejected, member separated. This code means that an entry has been received against an account that has been transferred off the finance system. Error resolution procedures are as follows.

Table 4-48
Processing action for the JUMPS receipt notice listing (P61)—Continued

Step: 1

Action required by: PSC clerk

Description of action:

- a. Contact the FAO to determine if the account was properly transferred off the system.
 - b. If the account was erroneously removed, have the FAO reestablish the account.
 - c. If the individual has separated, have the PSC SIDPERS clerk prepare the SEP transaction.
-

Step: 2

Action required by: PSC clerk

Description of action: File report in accordance with retention and disposition instructions.

i. The Y4 will appear on the AAC-P61 with message code 666—accepted. This code means the transaction has been accepted and posted to the MMPF.

4-38. Procedure 4-17 Report of BASD-PEBD Adjustment PCN: AAC-P84

- a. The purpose of this procedure is to provide the PSC commander with information pertaining to change/adjustments in an individual's BASD/PEBD.
- b. The AAC-P84 is generated anytime a 5F transaction is received from PERSCOM and successfully processes.
- c. The AAC-P84 reflects all individuals on whom a 5F type transaction processes. The report is sequenced by Mail Code, UPC12, MPC, Name (27 positions) and SSN page change on NAME/SSN.
- d. The AAC-P84 report is provided for information only. Retain the report for 45 days and then destroy.
- e. A sample of the Report of BASD-PEBD Adjustment, with explanation, is shown at figure 4-27.

1 PREPARED: XX XXX XX	2 PCN: AAC-P84	3 REPORT OF BASD-PEBD ADJUSTMENT	4 CD XX XXX XX	5 SCN XX	6 PAGE XXXX
7 PPA: XX § UPC OF ASSIGNMENT: XXXX § MC: XX					
10 NAME	11 GRADE	12 SSN	13 ADJUSTED BASD	14 ADJUSTED PEBD	15 TYPE CHANGE
16 PLUS DAYS	17 MINUS DAYS				
XXXXXXXXXXXXXXXXXXXXXXXX	XXXX	XXX-XX-XXXX	XXXXXX	XXXXXX	XXXXXXXXXXXXXXXXXX
					XXX
18 ADJUSTED DOR	19 ADJUSTED DEROS		20 ADJUSTED ETS		
XXXXXX	XXXXXX		XXXXXX		

Legend for Figure 4-27;

Description of Format for Report of BASD-PEBD Adjustment (AAC-P84)

REPORT HEADING

Item No. Explanation of Item

- (1) PREPARED—The date the report was actually prepared.
- (2) PCN: ACC-P84—The production control number of the report.
- (3) REPORT OF BASD-PEBD ADJUSTMENT—The title of the report.
- (4) CD—Cycle Date. The as-of date of the SIDPERS processing cycle that produced the report.
- (5) SCN—Shipment Control Number. The shipment control number is a two-character code that identifies the month and day the report was prepared by the DPI.
- (6) PAGE—The page number of the report.
- (7) PPA—PERSINS Processing Activity.
- (8) UPC—Unit Processing Code.
- (9) MC—Mail code. A code indicating the major command to which the unit is assigned.

REPORT CONTENTS

Item No. Explanation of Item

- (10) NAME—The names of the individuals.
- (11) GRADE—The abbreviation and code of the individual's current grade.
- (12) SSN—Social Security Number. The individual's social security number.
- (13) Adjusted BASD—The date from which the individual's active Federal service creditable for retirement is computed.
- (14) Adjusted PEBD—The date that is used to compute total service for pay purpose.
- (15) Type Change—A literal that indicates the type of correction or adjustment to BASD/PEBD. Type of change will either be "administrative" or "Gain Loss Time."
- (16-17) Plus Days/Minus Days—Indicates the number of days, plus or minus, that the BASDs, and or the PEBDs, are being adjusted.
- (18) Adjusted DOR—An adjusted date of rank caused by an adjustment to individual's BASD.
- (19) Adjusted DEROS—An adjusted DEROS caused by an adjustment to an individual's BASD.
- (20) Adjusted ETS—An adjusted ETS caused by an adjustment to an individual's BASD.

Figure 4-27. Sample of the report of BASD-PEBD adjustment—AAC-P84

Chapter 5

Terminal Access and Area Security

5-1. General

Each installation that has a Distribution Processing Center (DPC) will have an Automatic Data Processing System Security Officer (ADPSSO). The ADPSSO who is normally assigned to the DPC is the installation's point of contact for all aspects of security for the Army Standard Information Management System (ASIMS) (formerly VIABLE).

5-2. Terminal area security officer (TASO) procedures

An officer, noncommissioned officer, or DA Civilian assigned to the PAS will be appointed, in writing, as the TASO for SIDPERS' terminals. Responsibilities and duties of the TASO are as follows:

- a. Ensure that instructions specifying security requirements and operating procedures for each terminal area are issued.
- b. Identify and make known to the Assistant TASO, existing regulations and procedures governing usage of the terminal (e.g., para 3-11, AR 380-380; para 1-12, AR 340-21; office procedures, etc.).

c. Provide instructions to terminal users on the operating procedures of the terminal (e.g., procedures for signing on/off, protection of the user IDs and passwords from disclosure when entering the system, protection of output containing privacy data, etc.).

d. Request user IDs and passwords through the installation ADPSSO to the Army Security Officer at the host Regional Data Center (RDC). A separate request must be submitted for access related to classified and unclassified processing. Passwords granting access during classified processing will be classified SECRET. An example of a suggested request form is in the ASIMS Users Guide. Such forms should be available from the installation ADPSSO. The TASO will assist his or her users in the preparation of this request form.

e. Assist the installation ADPSSO in the dissemination of user IDs and passwords for the users of terminals IAW AR 380–380, paragraph 5–3*b*. Reference the ASIMS User Guide for an example of a password list that is received from the Army Security Officer at the host RDC through the installation ADPSSO. The users guide also shows an example of the password notice that is given to the user. This notice has the same date as the password list and possesses a number that is keyed to the password list. Once the user receives his or her password, a notice and receipt is prepared. The individual user reads a nondisclosure statement and signs in the block next to his or her name. The TASO forwards this form to the ADPSSO. A Verification of Notification notice is prepared by the TASO and forwarded to the ADPSSO for his or her signature. (This is done once the User ID/Password has been delivered to the individual.) A sample of the Verification of Notification is included in the ASIMS Users Guide.

f. Ensure that each terminal user's identity, need-to-know, level of clearance and access authorization is established commensurate with the data available from that terminal.

g. Inspect terminals periodically in accordance with command policy. Utilize the suggested TASO terminal area inspection checklist, Figure 5–1.

LOCATION		FUNCTIONAL AREA		DATE	
ITEM NO.	REQUIREMENT/ACTION	RESULTS			
		YES	NO	COMMENTS	
1.	Is (are) terminal(s) signed-on and unattended?				
2.	Is (are) user ID(s) and Password(s) posted in the area?				
3.	Is the area fire and water damage protected?				
4.	Are appropriate security regulations and procedures available to user(s) in the area?				
5.	Is access to the area limited/controlled?				
6.	Is the user privacy provided when using the terminal?				
7.	Is terminal output containing sensitive data left at terminal unattended?				
8.	Is (are) terminal(s) being used for other than authorized entry/query access authorizations?				
9.	Is (are) only authorized users using the terminal(s)?				
10.	Is the terminal area secure visual or locked when the terminal(s) are not in use?				

Figure 5-1. Example of a suggested TASO terminal area inspection check list

h. Report to the installation Automatic Data Processing System Security Officer (ADPSSO), as soon as recognized, all practices dangerous to overall system security and all instances of system security violations.

5-3. Assistant terminal area security officer (ATASO) procedures

An assistant terminal area security officer (ATASO) will be appointed in writing for each remote terminal or group of terminals that are located in the same physical area (i.e., MILPO or PAC). Responsibilities and duties of the Assistant TASO are:

- a.* Develop and publish in-house security requirements and operating procedures.
- b.* Make known to terminal users existing regulations and procedures governing usage of the terminal.
- c.* Ensure terminal users receive instructions on the operating procedures of the terminal.
- d.* Implement controls to prevent entry of unauthorized transactions or data (e.g., classified data over unsecured data transmission lines) through the terminal.
- e.* Work closely with section chiefs to identify users who will be using the terminals(s) and users departing, transferring, etc.
- f.* Request user ID's and passwords from the TASO for all terminal users in accordance with the procedures established by the command.
- g.* Inform the TASO of users departing, transferring, etc.
- h.* Maintain a list of all individuals authorized to use the terminal(s), etc.

- i. Be aware of what terminal users are doing with the system and how they are doing it (e.g., monitor access to terminal(s), terminal usage, etc).
- j. Ensure terminal(s) is (are) positioned in such a manner to prevent viewing of entry features by unauthorized personnel (i.e., positioning so the operator's back is toward the wall of inclosure).
- k. Report to the TASO, as soon as recognized, all practices dangerous to overall system security and all instances of system security violations.
- l. Inform all terminal users of their duties.

5-4. Terminal user procedures

Responsibilities and duties of the user are:

- a. Comply with security regulations and procedures for the terminal.
- b. Protect your user ID and password from being known by unauthorized personnel.
- c. Handle all information received through the terminal containing personal privacy information as sensitive data.
- d. Report suspected/actual terminal security violations to your Assistant Terminal Area Security Officer (ATASO) immediately.
- e. Prior to signing on to the terminal, prepare, check, and verify the work you will be doing through the terminal. This action will reduce the connect time to the RCD, afford maximum work in a shorter timeframe, and permit other users greater opportunities to access the system.

Chapter 6

Accessions to the Strength of the Active Army (and Administrative Add to the SIDPERS Personnel File)

6-1. General input

a. This chapter contains information and detailed procedures for the administrative processing of accessions of personnel to the strength of the Active Army under conditions outlined below and administratively adding individual's records to the local SIDPERS Personnel File (SPF).

b. An individual will be considered as an accession to the Active Army and processed in accordance with this chapter (Procedure 6-1) when the service member:

- (1) Enlists in an overseas area (less Alaska, Hawaii, and Puerto Rico).
- (2) Enlists within 24 hours after date of relief from active duty or separation as commissioned or warrant officer.
- (3) Returns from dropped from the rolls (DFR) of an organization of the Army.
- (4) Was erroneously reported as separated or dropped from the rolls (DFR).
- (5) Has been omitted from the Enlisted Master File (EMF) or the Officer Master (OMF) through other than normal processing procedures.
- (6) Is appointed from enlisted status to warrant officer status upon completion of Warrant Officer Candidate School.
- (7) Enlists/reenlists immediately when his/her term of service has been voided due to discharge for fraudulent entry (recruiter connivance).
- (8) Is a member of the ARNG or USAR, who absents himself or herself for a period in excess of 29 consecutive days from an active army unit to which he or she was ordered for initial active duty for training or active duty for training, and who has been subsequently assigned to the active army unit in accordance with AR 630-10.

c. Routine accessions from civil life to the active army strength are processed through non-SIDPERS environment direct to PERSCOM and are gained to the local SIDPERS data base through the normal processing of transfer data records (TDR) and an arrival transaction (ARR).

(1) CONUS enlistments, including Alaska, Hawaii, and Puerto Rico, are accessed by the U.S. Army Recruiting Command.

(2) Commissioned and warrant officer accessions (ordered to active duty from civil life, Officer Candidate School, U.S. Military Academy and direct appointment from enlisted status) are reported to PERSCOM through the officer accession suspense information system (OASIS). These individuals will be arrived to the unit of assignment from OASIS, UPC 3VS1A.

d. An individual will be considered as an administrative add (ADMA) when a record was deleted erroneously from the SPF because of local processing but remains on the enlisted master file (EMF) or officer master file (OMF).

e. The following procedure explains the purpose and coding of the forms required and their submission to the servicing Personnel Automation Section (PAS). If you will be processing an accession to the strength of the active army via a terminal, follow procedure 6-1 and paragraphs 7-17 through 7-22.

6-2. Procedure 6-1 Accession to the strength of the active army

a. The purpose of this procedure is to access an individual to the strength of the Active Army or administratively add an individual to the SPF.

- (1) Required reference used in this procedure is AR 680-1.
- (2) Source documents used in this procedure are as follows:
 - (a) DA Forms 2 (A-B).
 - (b) DA Form 4037.
 - (c) Orders.
 - (d) MPRJ, official records, local documentation.

b. Two accession forms are used to access individuals to the Active Army. The forms are as follows:

(1) The DA Form 3805 cross reference, officer personnel is shown in Table 6-1 and provides the relationship on a by-item basis between the DA Form 3805 and the DA Form 2.

Table 6-1
Instructions for DA Form 3805, Cross Reference Officer/Warrant Officer Personnel

Card number	Item number	Data element name	DA Form 2B	Remarks
1	1W*	Social Security Number	Sec I	Identification number assigned by the Social Security Administration.
1	2W*	Name	Sec I	Surname, First Name, Middle Name, Suffix. Hyphens, apostrophes, and spaces are deleted from compound names.
1	3W*	Military Personnel Class	Sec I	See AR 680-29.
1	4W*	Grade/Grade Code	Sec II	See AR 680-29.
1	5W	Date of Rank	Sec II	
1	6W*	Sex	Sec I	
1	7W*	Race/Population Group	Sec I	See AR 680-29.
1	8W*	Service Component	Sec II	See AR 680-29.
1	9W*	PMOS/PSSI	Sec II	See AR 611-101.
1	10W	ASI or ASI-2	Sec II	See AR 611-101.
1	11W	Duty Status		If blank, Arrival Date will be posted to Duty Status Date Field on the SPF and Duty Status will be PDY. See AR 680-29, chapter 4, section III.
1	12W	Effective Date of Duty Status		If blank, Arrival Date will be posted to Duty Status Date Field on the SPF and Duty Status will be PDY.
1	13	First Language Identity	Sec II	First language identity is language most proficient.
1	14	Second Language Identity	Sec II	Second language identity, second most proficient language. DA Form 330.
1	15	Blank.		
1	16W	Record Status Code		See AR 680-29.
1	17	Blank.		
1	18	Blank.		
1	19	Blank.		
1	20	Originator Code		Assigned by the PAS.
1	21*	Card Number		Numeric "1."
1	22*	Format Identification (FID)		Alphabetic "Q."
2	2W	Physical Data (PULHES)	Sec II	SF 88 and/or DA Form 3349
2	3W	Physical Category	Sec II	See AR 680-29.
2	4W*	Arrival Date	Sec III	DA Form 647.
2	5W	Reporting Date	Sec III	Reporting Date on Order to Active Duty
2	6W*	Gaining Unit Processing	Sec III	Orders for Active Duty or UPC of Replacement Activity. Normally, the unit to which an officer is to be assigned at accession. See paragraph 2-8e, chapter 2 to convert the UIC to UPC. Reference chapter 4, section II, AR 680-29 (H series of Transaction Codes or ADMA). Left Justified.
2	7W*	Transaction Forwarded		Contained or Orders to Active Duty. First two characters of MDC on order, AR 310-10.
2	8	Movement Designator Code		Contained on UMR.
2	9	Position Number	Sec V	Must be reported if ESA is earlier than current date. See AR 680-29.
2	10	Delay in Separation	Sec IV	Leave blank for RA. Enter 999999 for Vol. In-def.
2	11	Expiration of Service	Sec IV	See AR 680-29.
2	12*	Service Agreement	Sec IV	

Table 6-1
Instructions for DA Form 3805, Cross Reference Officer/Warrant Officer Personnel—Continued

Card number	Item number	Data element name	DA Form 2B	Remarks
2	13	Date Returned from Overseas (DROS)	Sec IV	If duty station CONUS, report DROS. If Officer/Warrant Officer has never been overseas, enter "NO" in the first two positions.
2	14	Date Eligible for Return from Overseas (DEROS)	Sec IV	If duty station OCONUS, report DEROS. If non-CONUS resident serving in HOR, report DROS.
2	15	Anticipated Date of Loss (DLOS)	Sec IV	As recorded on reassignment orders.
2	16	Blank		
2	17	Date of Birth	Sec I	
2	18	Privacy Act Disputed Record		See AR 680-29.
2	19*	Card Number		Numeric "2."
2	20*	Format Identification (FID)		Alphabetic "Q."
3	2	Basic Active Service Date	Sec IV	Contained in Personnel Financial Records (PFR) or FDRF. Must be equal to or later than PEBD item 3.
3	3	Pay Entry Basic Date	Sec IV	Contained in PFR and/or FDRF. May be equal to but not later than BASD.
3	4	Date of Last Photograph (Yr and Mo)	Sec IV	Year and Month of Last Photograph, 1LT through COL.
3	5	Armed Forces Reserve Medal Eligibility (AFRM)	Sec IV	Year and Month eligible.
3	6	Last Officer Evaluation Report (Yr and Mo)	Sec IV	
3	7	Last Combat Tour—Year and Month completed	Sec IV	
3	8	Area of Last Combat Tour		See AR 680-29.
3	9	Marital Status	Sec I	See AR 680-29.
3	10	Number of Dependents	Sec I	See AR 680-29.
3	11	Number of Accompanying Command Sponsored Dependents	Sec I	Right justified. This number plus the number in item 24, card 4, <i>must</i> equal the number in item 10.
3	12-13	Special Pay a. Pay No. 1	Sec II	Contained in PRF or FDRF. Left justified. See AR 680-29.
		b. Pay No. 2	Sec II	
3	14-15	Incentive Pay a. Pay No. 1	Sec II	Contained in PFR or FDRF. Left Justified. See AR 680-29.
		b. Pay No. 2	Sec II	
3	16	Ethnic Group Designator	Sec I	See AR 680-29.
3	17	Religious Denomination	Sec I	See AR 680-29.
3	18	Blank		
3	19	Dual Service Component		See AR 680-29.
3	20	Dual Service Grade/Code		See AR 680-29.
3	21	Procurement Program Number	Sec IV	See AR 601-110 and Orders.
3	22	Citizenship Status	Sec I	See AR 680-29.
3	23	Civilian Education	Sec II	See AR 680-29.
3	24	Military Education	Sec II	See AR 680-29.
3	25	Blank		
3	26	Card Number		Numeric "3."
3	27	Format Identification (FID)		Alphabetic "Q."
4	2	Federal Housing Authority Insurance Eligibility Certificate Indicator	Sec IV	See AR 680-29.
4	3-4	Duty MOS/Position Specialty Code a. Duty MOS/Position Specialty Code b. Duty Additional Skill Identifier	Sec II	
4	5	Duty Language Identification Code		Contained on UMR
4	6-7	Additional MOS/SSI a. Control MOS/SSI and ASI-3 b. ASI-4/Secondary ASI	Sec II	
4	8	Control Branch	Sec II	See AR 680-29.
4	9	Control Specialty	Sec II	Commissioned Officers only. See AR 611-101. Must be present when the Type Transaction (item #7, card 2) is NOT HE, HT, or HY.
4	10	Basic Branch	Sec II	Not applicable for "HV" or "HZ" Transaction. Commissioned Officers Only. See AR 680-29.
4	11	Active Federal Service (AFS)	Sec II	Number of months Active Federal Service.
4	12	Active Federal Commissioned Service (AFCS)	Sec II	Number of months and days (MMDD) served as a Commissioned or Warrant Officer.
4	13	Active Federal Service Verification	Sec II	Must be blank or "V" (Verified).
4	14	Permanent Grade a. Grade		See AR 680-29.

Table 6-1
Instructions for DA Form 3805, Cross Reference Officer/Warrant Officer Personnel—Continued

Card number	Item number	Data element name	DA Form 2B	Remarks
		b. Code		
4	15	Permanent Date of Rank		
4	16	Promotable Indicator	Sec II	Contained on DA Promotion List. See AR 680-29.
4	17	State of Residence Upon Entrance on Active Duty		See AR 680-29, appendix A.
4	18	Regimental Affiliation	Sec III	See AR 680-29 for appropriate codes.
		a. Regimental Number		
		b. Regimental Branch		
4	19	Regimental Homebase	Sec III	See AR 680-29 for appropriate codes.
4	20	Year-Month Human Immunodeficiency Virus (HIV) Screening Test Last Administered	Sec IV	(YYMM)
4	21	Blank		
4	22	Overseas Area of Preference—1		See AR 680-29.
4	23	Overseas Area of Preference—2	Sec IV	See AR 680-29.
4	24	Overseas Area of Preference—3	Sec IV	See AR 680-29.
4	25	Number of Non-Command-Sponsored Dependents on PCS	Sec I	This number plus the Number of Dependents (Command-Sponsored) found in item #11, card 3, must equal the number found in item 10, card 3.
4	26	Card Number		Numeric "4."
4	27	Format Identification (FID)		Alphabetic "Q."

Notes:

A "W" immediately after the Item Number indicates the Data Element is reportable during WARTIME.

An "*" immediately after the Item Number indicates the data element is ESSENTIAL. If it is left blank, the transaction will reject.

(2) The DA Form 3806 cross reference, enlisted personnel is shown in Table 6-2 and provides the relationship on a by-item basis between the DA Form 3806 and the DA Form 2.

Table 6-2
Instructions for DA Form 3806, Cross Reference Enlisted Personnel

Card number	Item number	Data element name	DA Form 2A	Remarks
1	1W*	Social Security Number	Sec I	Item 1, DD Form 1966. Item 2, DD Form 4.
1	2W*	Name	Sec I	Item 2, DD Form 47. Identification number assigned by the Social Security Administration. Item 2, DD Form 1966. Item 1, DD Form 4. Item 1, DD Form 47. Surname, First Name, Middle Name, Suffix. Hyphens, apostrophes, and spaces are deleted from compound surnames.
1	3W*	Military Personnel Class	Sec I	See AR 680-29.
1	4W*	Grade/Grade Code	Sec II	See AR 680-29.
1	5W	Date of Rank	Sec II	
1	6W*	Sex	Sec I	Item 6, DD Form 1966. See AR 680-29.
1	7W*	Race/Population Group	Sec I	Item 7, DD Form 1966. See AR 680-29.
1	8W*	Service Component	Sec II	See AR 680-29.
1	9W*	Primary MOS	Sec II	See AR 611-201.
1	10W	ASI	Sec I	See AR 611-201.
1	11-12W	Duty Status		If blank, Arrival Date will be posted to Duty Status Date Field on the SPF and Duty Status will be PDY. See AR 680-29, chapter 4, section III.
		a. Code		
		b. Effective Date		
1	13	First Language Identity	Sec II	First language identity language most proficient.
1	14	Second Language Identity	Sec II	Second language identity, second most proficient. DA Form 330.
1	15	Blank		
1	16W	Record Status Code		See AR 680-29.
1	17	Blank		
1	18	Blank		
1	19	Blank		
1	20	Originator Code		Assigned by the PAS.
1	21W*	Card Number		Numeric "1."
1	22*	Format Identification (FID)		Alphabetic "Q."
2	2W	Physical Data (PULHES)	Sec II	SF 88/DA Form 3349.

Table 6-2
Instructions for DA Form 3806, Cross Reference Enlisted Personnel—Continued

Card number	Item number	Data element name	DA Form 2A	Remarks
2	3W	Physical Category	Sec II	See AR 680-29.
2	4W*	Arrival Date	Sec III	DA Form 647.
2	5W	Reporting Date	Sec III	Reassignment Order.
2	6W*	Gaining Unit Processing Code (UPC)	Sec III	Reassignment Order. See paragraph 2-8e, chapter 2, to convert UIC to UPC.
2	7W*	Transaction Forwarded		Reference chapter 4, section II, AR 680-29 (H series of Transaction codes or ADMA). Left justified.
2	8	Movement Designator Code (MDC)		First two characters of MDC on orders; see AR 310-10.
2	9	Position Number	Sec V	Contained on UMR.
2	10	Delay in Separation	Sec IV	Must be reported if ETS is earlier than current date. See AR 680-29.
2	11*	Expiration of Term of Service (YYMMDD)	Sec IV	
2	12*	Term of Service	Sec IV	Item 10, DD Form 4. See AR 680-29.
2	13	Date Returned from Overseas (DROS)	Sec IV	If duty station is CONUS, report DROS. If individual has never been overseas, leave blank.
2	14	Date Eligible for Return from Overseas (DEROS)	Sec IV	If duty station is OCONUS, report DEROS. If non-CONUS resident serving in HOR, report DROS.
2	15	Anticipated Date of Loss (DLOS)	Sec IV	ETS, DEROS, Reassignment Orders, or date of expected loss as determined by local policy.
2	16	Area of Current/Last Completed Foreign Service Tour	Sec IV	See AR 680-29.
2	17	Special Duty Assignment Pay Status	Sec II	Contained in PFR or FDRF. See AR 680-29.
2	18	Date of Birth	Sec I	Item 11, DD Form 1966. Item 7, DD Form 4.
2	19	Privacy Act Disputed Record		See AR 680-29.
2	20W*	Card Number		Numeric "2."
2	21	Format Identification (FID)		Alphabetic "Q."
3	2	Basic Active Service Date (BASD)	Sec IV	May be equal to but not earlier than PEBD.
3	3	Pay Entry Basic Date (PEBD)	Sec IV	Contained in PFR and/or FDRF.
3	4	Date of Last Photograph (YYMM)	Sec IV	May be equal to but not later than BASD. Contained in PFR and/or FDRF.
3	5	Armed Forces Reserve Medal Eligibility (AFRM)	Sec IV	Year and Month of last photograph; required for E-6 through E-9.
3	6	Last Enlisted Evaluation Report (EER) (YYMM)	Sec IV	Year and Month eligible.
3	7-8	Last Combat Tour a. Yr. and Mo. Completed b. Area	Sec IV	See AR 680-29.
3	9	Marital Status	Sec I	See AR 680-29.
3	10	Number of Dependents	Sec I	See AR 680-29.
3	11	Number of Command-Sponsored Dependents on PCS	Sec I	Right justified. The number in this block plus the number in block 26, card 4, <i>must</i> equal the number in item 10.
3	12-13	Special Pay a. Pay No. 1 b. Pay No. 2	Sec II	Contained in PFR or FDRF. See AR 680-29.
3	14-15	Incentive Pay a. Pay No. 1 b. Pay No. 2	Sec II	Contained in PFR or FDRF. See AR 680-29.
3	16	Ethnic Group	Sec I	Item 8, DD Form 1966. See AR 680-29.
3	17	Religion	Sec I	Item 12, DD Form 1966. See AR 680-29.
3	18	Enlisted Evaluation Report Verification Code		"U" indicates the ending date of the last EER submitted by SIDPERS has not been verified by USAEREC. "V" indicates the ending date of the last EER has been verified by USAEREC.
3	19	Dual Service Component	Sec IV	See AR 680-29.
3	20	Dual Service a. Grade b. Code	Sec IV	See AR 680-29.
3	21	Procurement Program Number (PPN)		This item becomes essential upon Mobilization. (Mobilization Transactions "HE," "HT," or "HY.") Orders. See AR 601-110 for appropriate PPNs.
3	22	Citizenship Status	Sec I	See AR 680-29.
3	23	Civilian Education	Sec II	See AR 680-29.
3	24	NCO Education	Sec II	See AR 680-29.

Table 6-2
Instructions for DA Form 3806, Cross Reference Enlisted Personnel—Continued

Card number	Item number	Data element name	DA Form 2A	Remarks
3	25	BLANK		
3	26	Card Number		Numeric "3."
3	27	Format Identification (FID)		Alphabetic "Q."
4	2	Federal Housing Authority Insurance Eligibility Certificate Indicator	Sec IV	See AR 680-29.
4	3-4	Duty MOS a. Duty MOS b. Duty ASI	Sec II	See AR 611-201.
4	5	Duty Language Identification Code		Contained on the UMR.
4	6-7	Secondary MOS a. Secondary MOS b. Secondary ASI	Sec II	
4	8	CONUS Area of Preference	Sec IV	See AR 680-29.
4	9	Blank		
4	12-14	Enlistment/Reenlistment Bonus MOS a. Bonus Indicator b. Bonus MOS c. Bonus Date	Sec II	See AR 680-29.
4	15	Promotion/Progression MOS	Sec II	See AR 611-201.
4	16-17	Assignment Eligibility and Availability (AEA) a. Code b. Termination Date	Sec IV	See AR 680-29 and AR 614-200, section II, chapter 2.
4	18	General Technical Aptitude Test Score	Sec II	Right justified.
4	19	Good Conduct Medal Suspense	Sec IV	Year and Month GCM due.
4	20	Date SQT Administered (YYMM)	Sec II	Leave blank if SQT Date is present and is later than Date SQT Administered.
4	21	Promotable Indicator	Sec II	See AR 680-29.
4	22	Year and Month Human Immunodeficiency Virus (HIV) Screening Test Last Administered	Sec IV	(YYMM)
4	23	Overseas Area of Preference—1	Sec IV	See AR 680-29.
4	24	Overseas Area of Preference—2	Sec IV	See AR 680-29.
4	25	Overseas Area of Preference—3	Sec IV	See AR 680-29.
4	26	Number of Non-Command-Sponsored Dependents on PCS	Sec I	This number plus the number in item 11, card 3, must equal the number in item 10, card 3.
4	27	Card Number		Numeric "4."
4	28	Format Identification (FID)		Alphabetic "Q."
5	2	State from which Entered on Active Duty		DD Form 4, item 6. See AR 680-29.
5	3	State of Residence at the Time of Entry on Active Duty		DD Form 47, item 3; item 5, DD Form 4; item 4, DD Form 1966; See AR 680-29, appendix A.
5	4	Armed Forces Qualification Test		Item 17b, DD Form 1966; item 20a, DD Form 47. Left justified.
5	5	Number of Times Enlisted/Reenlisted		Item 26, DD Form 1966; item 10c, DD Form 4. See AR 680-29.
5	6	Enlistment/Reenlistment Waiver		Item 10b, DD Form 4; See AR 601-210 and AR 601-280.
5	7	Blank		
5	8	Enlistment Option		Item 10b, DD Form 4; See AR 610-210.
5	9	Regimental Affiliation a. Regimental Number b. Regimental Branch	Sec III	See AR 680-29 for appropriate codes.
5	10	Regimental Homebase	Sec III	See AR 680-29 for appropriate codes.
5	11	Blank		
5	12	Card Number		Numeric "5."
5	13	Format Identification (FID)		Alphabetic "Q."

Notes:

A "W" immediately after the Item Number indicates the Data Element is reportable during WARTIME.

An "*" immediately after the Item Number indicates the data element is ESSENTIAL. If it is left blank, the transaction will reject.

6-3. Procedure 6-1 Action

The following table 6-2-1 displays the processing action for accession to the strength of the active army.

Table 6-2-1
Processing action for accession to the strength of the active army

Step: 1

Action required by: Records specialist

Description of actions: When it is necessary to access an individual to the strength of the Army, or administratively add an individual to the local SPF, obtain the appropriate forms as follows:

- a. For Officers—DA Form 3805
 - b. For Enlisted—DA Form 3806
 - c. Obtain necessary source documents to complete the DA Form 3805 and 3806.
 - d. Use only one copy of the DA Form 3805 or 3806 for each individual to be accessed or administratively added to the SPF.
-

Step: 2

Action required by: Records specialist

Description of actions: Complete the SIDPERS officer/enlisted accession as follows:

- a. If an officer, use the DA Form 3805, cross reference, officer personnel (Table 6-1) to complete the form.
 - b. If an enlisted individual, use the DA Form 3806 cross reference, enlisted personnel (Table 6-2) to complete the form.
 - c. For officer personnel:
 - (1) All DA Form 3805 data element items which are noted with an asterisk (*) after the item number in figure 6-1 are considered essential. This means that the data element must be valid and present on the DA Form 3805. If the essential item is not valid or left blank on the DA Form 3805, the accession for that individual will not process in the system.
 - (2) If the essential data element required for the DA Form 3805 is not available on the DA Form 2B, locate the data element in the source document as indicated in the Remarks column on Table 6-1.
 - (3) DA Form 3805 data element items not indicated with an asterisk (*) after the item number in Table 6-1 are considered to be nonessential to the SIDPERS processing of the DA Form 3805. Data elements used must be valid. If the data element is present but invalid, that data element area will be blanked on the SPF and a SIDPERS transaction must be submitted to record the correct data.
 - (4) In coding item 7, card 2, transaction forwarded, enter as follows:
 - (a) If the officer/warrant officer is being accessed to the active army strength, see AR 680-29 for the appropriate two character code from chapter 4, section II, paragraph 1. Enter that two character code in the first two boxes (cc 34-35) and leave the next two (cc 36-37) blank. (Note: Codes H1, H3, and H7 are not applicable.)
 - (b) If an officer/warrant officer is being added, administratively to the SPF, enter the transaction mnemonic ADMA in item 7, card 2, to indicate an administrative add to the SPF.
 - d. For enlisted personnel:
 - (1) Repeat the same process in c(1), (2), (3) above. The DA Form 3806 is used instead of the DA Form 3805.
 - (2) In coding item 7, card 2, transaction forwarded, enter as follows:
 - (a) If the enlisted individual is being accessed to the active army strength, see AR 680-29 for the appropriate two character code. Enter that two character code in the first two boxes (cc 34-35) and leave the next two (cc 36-37) blank. (Note: Codes H1, H3 and H7 are not applicable.)
 - (b) If an enlisted individual is being added, administratively to the SPF, enter the transaction mnemonic ADMA in item 7, card 2, to indicate an administrative add to the SPF.
-

Step: 3

Action required by: Record specialist

Description of actions: Forward the completed form(s) in accordance with the instructions contained in paragraph 2-12, chapter 2.

6-4. Procedure 6-2 Accession of reserve components personnel and retirees to the strength of the active army under mobilization/contingency

a. The purpose of this procedure is to provide guidance to the records specialist to access RC personnel (unit and individual) and recalled retirees to the strength of the active army under full or partial mobilization.

b. Required references used in this procedure are AR 680-5 and DA Pam 600-8-3.

c. Discussion pertaining to this procedure is as follows:

(1) The mobilization personnel processing system (MOBPERS) is a set of procedures by which the reserve components are ordered to active duty and accessed to the active army data bases under either partial mobilization (contingencies) or full mobilization (general war). Under MOBPERS the data needed to access reserve components personnel (unit and/or individuals) and retirees to the active army data bases is prepositioned at mobilization stations. Each mobilization station has the specific personnel data for the personnel who will mobilize at that installation. This personnel data is provided by RCPAC on tape in FIDQ (accession) format on a monthly basis.

(2) Upon notification of an impending mobilization, the prepositioned MOBPERS data will be processed IAW Appendix L, DA Pam 600-8-3, to provide the FID-Q (accession) transactions necessary to access mobilized personnel through SIDPERS. The FID-Q formats will be provided in two card formats for processing through SIDPERS-WT. If necessary, they can be expanded to the 4 and 5 card peacetime mode formats to process through SIDPERS. Unit personnel will be identified by HY transactions; IRR and retiree personnel will be identified by HT transactions. Processing will produce rosters of unit personnel, by personnel scheduled to mobilize at that installation. The rosters

are provided for information and verification purposes. Various categories of mobilized personnel (e.g., IRR, MOBDES, retirees) may be identified by the personnel mobilization category (PMC) codes. This code is contained in field 76, FIDQ, card no. 1. The PMC codes are listed in table 6–3. The FIDQ cards will be used to access personnel as they report for active duty either as individuals (IRR & retirees) or with units. DA Forms 3805 and 3806 will be prepared as appropriate for those personnel who report to the installation for whom no prepositioned FIDQ cards are available.

Table 6–3
Personnel mobilization category codes

Data definition	PMC code
Temporary Retiree Recall	W
Reserve Retiree Recall	U
Regular Retiree Recall	M
Mobilized Individual Ready Reserve	B
Mobilized Standby Reserve	S
Reserve Officer Training Corps Advance Camp Graduate	C
Individual Mobilization Augmentee/Mobilization Designee	A
Active, Guard and Reserve (AGR) USAR Reservist on Active duty for Training for more than 179 primary duty is to support their Reserve Component	F
Active, Guard and Reserve (AGR)—NG Reservist on AD for Training for more than 179 days in support of their Reserve Component—NG	N
Mobilized Reserve Troop Program Unit—USAR	V
Mobilized National Guard of the United States Troop Program Unit—NG	G
Other—Personnel not elsewhere classified	X
Unknown	Z

(3) Individual ready reserve personnel will have been earmarked for assignment as a filler to a unit stationed or mobilizing at the installation. In the same manner, retirees have been earmarked to fill nondeploying MOBTDA positions that have been authorized for fill by a retiree. The units will be indicated on the FIDQ. In accordance with guidance from installation commander, IRR and retiree personnel may be assigned to either the unit to which earmarked or another unit having a higher priority requirement for the individual. However, as an exception, a retiree may not be assigned to another position if he or she has been preassigned for duty at an armed forces entrance and examination station (AFEES) under the joint augmentation unit (JAU) program. This program provides for retired personnel who are health professionals and administrative personnel to be preassigned to AFEES in support of MEPCOM during mobilization. RCPAC has preassigned these personnel and include their accession data in the prepositioned FIDQ data.

(4) Mobilization designee (MOBDES) personnel reporting for active duty at the installation will be accessed and assigned to the unit indicated on the FIDQ set. These personnel are indicated on the roster provided by the PAS.

(5) IRR personnel in grades E1/E2 who have a 0 skill level, regardless of CMF, have been preassigned to reception stations at installations with mobilization training missions. These personnel have not completed required AIT to be awarded an MOS. Upon mobilization these personnel may be trained in an MOS other than the one indicated on the FIDQ.

(6) The following procedures describe the actions required to access mobilizing personnel to the active army data bases. Procedures for processing of records for mobilized enlisted RC personnel are contained in DA Pam 600–8–10.

6–5. Procedure 6–2 Action

The following table 6–3–1 displays the processing action for accession of reserve components personnel and retirees to the strength of the active army under mobilization/contingency.

Table 6–3–1
Processing action for accession of reserve components personnel and retirees to the strength of the active army under mobilization/contingency

Step: 1

Action required by: Records specialist

Description of actions: Upon receipt of notice that reserve component units or individuals are to be mobilized, obtain the following appropriate forms/data:

- FIDQ (accession) cards for mobilizing unit personnel (HY transactions) and individuals ready reserve (IRR) and retiree personnel (HT transactions).
- DA Forms 3805, for officer personnel.
- DA Forms 3806, for enlisted personnel.

Table 6–3–1**Processing action for accession of reserve components personnel and retirees to the strength of the active army under mobilization/contingency—Continued**

d. Necessary source documents to fill out DA Forms 3805 and 3806, if available. If not available, source data must be obtained from mobilizing unit personnel representatives as they report on active duty. Use only one copy of DA 3805/3806, if required, to access an individual. Coding instructions are contained.

e. Rosters of RC units and IRR and retired personnel scheduled to mobilize at the installation or in the active supported installation. Unit rosters will be alphabetic by UIC; IRR and retiree rosters will be alphabetic.

f. Consolidated order calling IRR personnel to active duty.

Step: 2**Action required by:** Records specialist**Description of actions:** For unit personnel:

a. Obtain an annotated roster of unit personnel from the mobilizing unit personnel representative. Roster must be authenticated by the unit commander. Annotations will include the following:

(1) Reporting date—the designated date on which unit personnel must report on active duty either at home station or the mobilization station.

(2) Arrival date—the date on which each individual actually reports for active duty either at home station or mobilization station.

NOTE: Arrival and reporting dates may or may not coincide.

(3) Status of unit personnel not accompanying the unit to the mobilization station (i.e., AWL, authorized delay, etc.). The expected arrival date will be furnished for personnel who have been granted a delayed entry on active duty.

b. Obtain FIDQ cards appropriate to the unit being processed. Using the roster furnished by the unit, remove the FIDQ cards for those personnel who did not report on active duty with the unit and place in a suspense file pending late arrivals.

c. Prepare DA Form 3805/3806, as appropriate, for assigned unit personnel for whom no FIDQ transaction has been pre-positioned. The essential data to be included on these forms are listed in tables 6–11 and 6–12, AR 680–5. Obtain FIDQ cards when ready and include with appropriate unit.

NOTE: Do not delay the accession processing of unit FIDQ data if these transactions are not immediately available.

d. Forward the remaining FIDQ cards for personnel who are to be accessed and the unit roster to the MISO/PAS to have the reporting and arrival dates entered on second card in columns indicated:

cc 17–22 Arrival date (YYMMDD)

cc 23–28 Reporting date (YYMMDD)

Note: Dates to be entered will be those listed on the roster obtained from the unit. The reporting date should be the same for all personnel in the mobilized unit, however, the arrival dates may vary for individual personnel.

Step: 3**Action required by:** MISO/PAS**Description of actions:**

a. Enter the arrival dates and reporting dates on the FIDQ cards provided by the records specialist in cc 17 through 22 and cc 23 through 28, respectively, on the second card of each set.

b. Return the FIDQ cards to the records specialist.

Step: 4**Action required by:** Records specialist**Description of actions:**

a. Verify that the correct dates have been entered on the second card of each set.

b. Take the FIDQ deck to the PAS for transmission to PERSCOM and to update the SPF.

NOTE: If FIDQ transactions requested on DA Forms 3805 and/or 3806 are not available at this time, do not delay processing of the rest of the unit FIDQ transactions. These transactions may be processed during a subsequent cycle when they become available.

Step: 5**Action required by:** Records specialist**Description of actions:** For individual ready reserve (IRR) and retiree personnel:

a. Obtain the alpha roster and FIDQ cards from the PAS for IRR personnel and retirees scheduled to mobilize at the installation.

b. As IRR personnel and retirees report for active duty, obtain a copy of the orders calling that person to active duty. Remove the FIDQ card set applicable to each individual as they report.

c. Ascertain from the alpha roster if the individual has been preassigned as a MOBDES or under the JAU program. If so, he or she will be accessed and assigned to the unit indicated on the FIDQ or assigned to another unit IAW priority established by the installation commander.

d. If the individual is to be assigned to a unit other than the one indicated on the FIDQ, either the UIC or the FIDQ must be changed or a new FIDQ set must be prepared indicating the unit to which the individual is to be assigned. All other data will remain the same.

e. Provide FIDQ cards and necessary data to PAS/MISO to enter arrival and reporting dates in cc 17 through 22 and 23 through 28, respectively, on second card of FIDQ set.

Accession processing for IRR and retiree personnel from this point on is the same as step 4 for unit personnel.

Note: Personnel may report to an installation other than the one to which he/she has been preassigned. In this event, such personnel will be accessed by preparing DA Form 3805/3806 as appropriate, and processing the same as IRR personnel. Such personnel will be assigned at that installation IAW instructions or installation commander.

Chapter 7

Army Standard Information Management System (ASIMS) (formerly VIABLE)

7-1. The terminal

Under ASIMS, information will be entered in SIDPERS via a terminal. The Raytheon PTS-2000 and the Curier 270 are the two types of terminals that will be used in the ASIMS/SIDPERS environment. Detailed instructions on the operation and function of these two terminals are contained in the operator's manual that is provided by the terminal vendor. Copies of the manuals should be available at each terminal site.

7-2. The printer

Some terminals will have access to a printer. Detailed instructions on the operation and function of the printer are in the operator's manual. Copies of this manual should be available at the printer site. The printer can provide a hard copy of input by pressing the Print key and then the Enter key after all the data is entered on the individual input screens.

7-3. System sign-on

When the power switch to the terminal is turned on, Figure 7-1 will appear on the screen. You now type SIGNON and press the Enter key. The system will accept your command and then the screen shown as Figure 7-2 will appear. You now enter your user ID, your six character password and accounting code and press the Enter key. The next screen will appear and you will now enter the code for your desired selection as shown in Figure 7-3. The next screen will appear and you will type TAPS as shown in Figure 7-4 and press the Enter key. The first TAPS menu screen will then appear. You will need to press Enter again to see the second half of the TAPS menu. Enter the number of the system that you wish to use and press Enter (Figure 7-5) and the initial TAPS screen will appear. On the initial TAPS screen enter your operator number and password (Figure 7-6) and press the Enter key. Note that when you initially sign-on, the initial TAPS screens will not appear and will only appear when you have entered SO on the action line and want to enter TAPS again. You are now signed on to the system and onto TAPS.

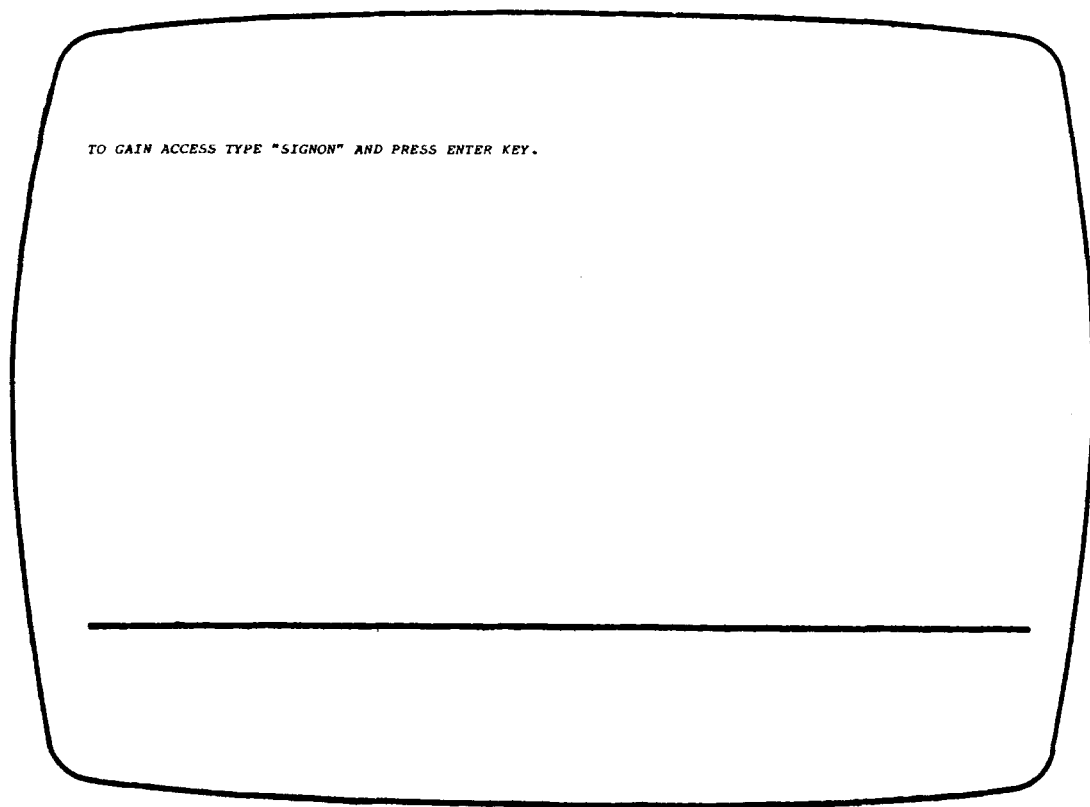


Figure 7-1. An Example of the screen that appears when the terminal is turned on

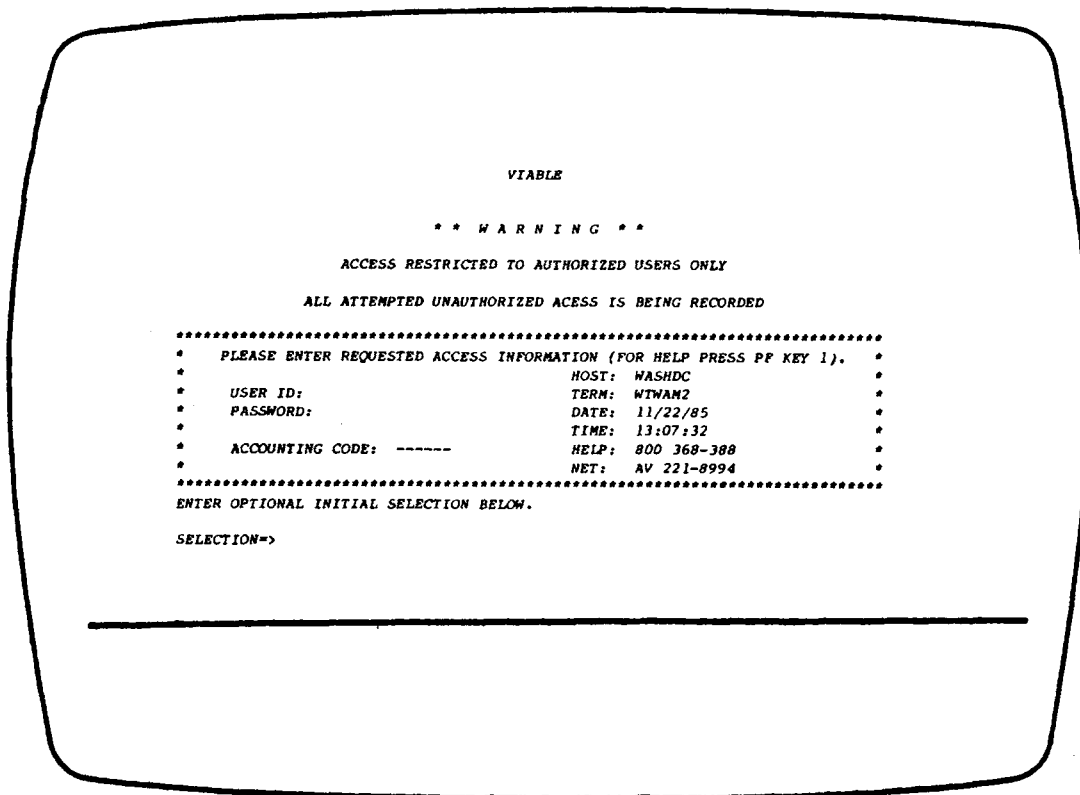


Figure 7-2. Example of the screen that will appear after you have typed SIGNON and pressed the (ENTER) key

```

TERM:      WTWAM2      DATE: 11/21/85  HELP: 800 368-3388
LOGMODE: D4A32782    TIME: 13:09:20  NET:  AV 221-8994
***** WASHDC APPLICATIONS *****
01 ROSCOE 2          0600/2300 ROS2 13
02 PROMIS            0000/2400 PROM 14
03 CBI               0000/2400 CBI  15
04 CICS DEVELOPMENT  0600/2300 CICT 16
05 CICS TEST 2       0600/2300 CIT2 17
06 CICS DEII DEVELOP 0600/2300 DE2T 18
07                  19
08                  20
09                  21
10                  22
11                  23
12                  24
***** NETWORK NODES *****
25 WASHINGTON      DC      29 LOUISVILLE  KY      33
26 ATLANTA        GA      30 WASHDC DEVEL  SDC      34
27 KILLEEN        TX      31
28 MONTEREY       CA      32                  36
*****
PLEASE ENTER SELECTION BELOW (PRESS PF KEY 1 FOR HELP)

SELECTION => 4

```

Figure 7-3. Example which shows where you enter the code for your selection

```

TAPS
VVV VVV IIIII AAAAAA BBBBBB LLL EEEEEEE TERMINAL:
VVV VVV IIIII AAA AAA BBBBBBBB LLL EEEEEEE WAM2
VVV VVV III AAA AAA BBB BB LLL EEE DATE:
VVV VVV III AAAAAA BBBBBBBB LLL EEEEEEE 11/22/85
VVV VVV III AAAAAA BBBBBBBB LLL EEEEEEE TIME:
VVVVV III AAA AAA BBB BB LLL EEE 13:10:41
VVVV IIIII AAA AAA BBBBBBBB LLLLLLLL EEEEEEE USER-ID:
VVVV IIIII AAA AAA BBBBBBBB LLLLLLLL EEEEEEE R150CS
-----
CCCCC IIIII CCCCCC SSSSSS VVV VVV SSSSSS
CCCCCCCC IIIII CCCCCCCC SSSSSSSS VVV VVV SSSSSSSS
CCC CC III CCC CC SSS SS VVV VVV SSS SS
CCC III CCC SSS *** VVV VVV SSS
CCC III CCC SSS *** VVVVVV SSS
CCC CC III CCC CC SS SSS VVVVV SS SSS
CCCCCCCC IIIII CCCCCCCC SSSSSSSS VVVV SSSSSSSS
CCCCCCCC IIIII CCCCCCCC SSSSSS VVV SSSSSS

```

KEY IN TRANSACTION CODE AND PRESS ENTER
DPH3504I SIGN ON COMPLETE

WELCOME TO RDC PRODUCTION SYSTEM #2 -- CICS RELEASE 1.6

Figure 7-4. Example of where you enter TAPS


```

*****
*   T A P S 2   S Y S T E M S   M E N U   1   *
*   RDC WASHINGTON   DEVELOPMENT REGION   *
*****

01-SIDPERS      17-RESERVED      33-IFS      49-AFMIS DPO
02-PWIS         18-RESERVED      34-DSTD - WTE  50-AFMIS FSA
03-TAPS DEMO SYS 19-RESERVED      35-SIDPERS SECURITY 51-RESERVED
04-TAPS CONTROL  20-RESERVED      36-SIDPERS QUERY   52-FSRO
05-RESERVED      21-RESERVED      37-RESERVED      53-FSRO
06-IFS ENTRY     22-RESERVED      38-RESERVED      54-FSRO
07-AFMIS         23-RESERVED      39-RESERVED      55-FSRO
08-ASAC          24-RESERVED      40-STANFINS     56-FSRO
09-RESERVED      25-RESERVED      41-DPLS        57-FSRO
10-DM BUILDER    26-RESERVED      42-RESERVED      58-ESSD
11-RESERVED      27-RESERVED      43-RESERVED      59-ESR
12-FSRO         28-RESERVED      44-RESERVED      60-RESERVED
13-RESERVED      29-RESERVED      45-RESERVED      61-RESERVED
14-RESERVED      30-RESERVED      46-SIDPERS      62-RESERVED
15-RESERVED      31-IFS          47-AFMIS TISA OFF 63-RESERVED
16-RESERVED      32-IFS          48-AFMIS TISA WARE 64-RESERVED

PLEASE ENTER THE SYSTEM NUMBER YOU WISH TO USE: I-

ACTION --

```

Figure 7-5. Example of where you enter the Code of the system that you wish to use

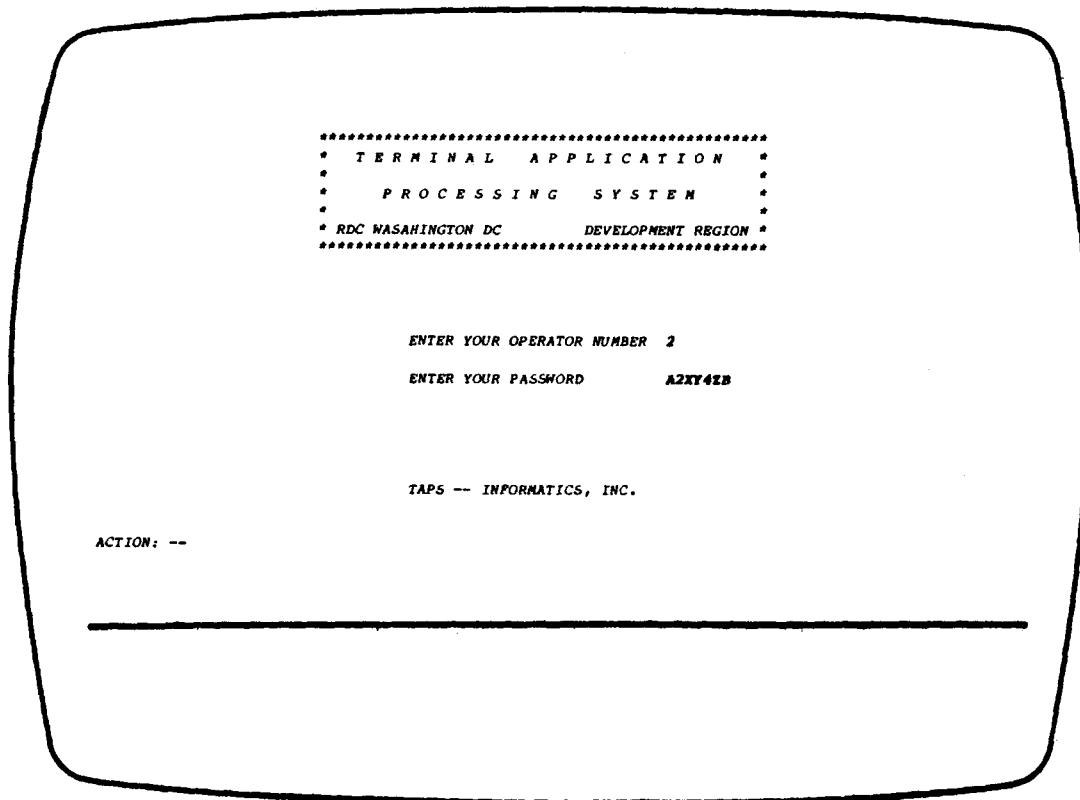


Figure 7-6. Example of where you enter your operator number and Password on the initial TAPS screen

7-4. Instruction codes

With the use of a terminal there are codes which tell the system that certain action is desired. These codes are two characters which will enable you to return to the master menu screen, return to the transaction menu screen, and sign off the system. Depending on what you wish to do, you move the cursor (the cursor is a symbol which is displayed on the screen and indicates where the next character is to be typed) to the action line which is in the lower left-hand corner of the screen and do one of the following:

- a. *Master Menu.* If you desire to return to the master menu, enter the code CF on the action line and press the Enter key.
- b. *Transaction Menu.* If you desire to return to the transaction menu, enter the code CM on the action line and press the Enter key.
- c. *Sign Off.* If you desire to sign off the system, enter the code SO on the action line and press the Enter key.

7-5. Master menu screen

The master menu screen (figure 7-5) will appear after you have successfully entered your operator's number and password. You will now enter the two-character code for the task you wish to perform, as shown below, and then press the Enter key. Then do one of the following:

- a. If you are going to perform Data Entry, go to paragraph 7-6.
- b. If you are going to utilize the Free Form Screen, go to paragraph 7-11.
- c. If you are going to perform a FID N Transfer Data Record, go to paragraph 7-12.
- d. If you are going to perform a FID Q Transfer Data Record, go to paragraph 7-17.
- e. If you are going to perform a DA Form 2(A/B) Query, go to paragraph 7-23.
- f. If you are going to utilize Transaction Generation, go to paragraph 7-24.
- g. If you are going to perform an Ad Hoc Query, go to paragraph 7-25.

- h. If you want to view the Data Dictionary, go to paragraph 7-26.
- i. If you want to Review the Queue, go to paragraph 7-27.
- j. If you want to execute a Column Shift, go to paragraph 7-28.
- k. If you are going to sign off the system, enter SO as indicated in paragraph 7-4.

7-6. SIDPERS data entry screen

You will be performing data entry and you need to select a processing mode. Figure 7-7 shows the screen format that will allow you to select your processing code. Enter the processing mode code and enter a X after transaction format. Press the Enter key. If the mnemonic AACDE appears on your screen, it means that you are not authorized access to the SIDPERS data base. Recheck to see that you have entered your codes correctly. If no errors are found, contact the assistant terminal area security office (ATASO). (See chap 5 for further information on terminal security.) If the user has access to both unit and PSC screens, the screen at figure 7-8 will appear, indicating that the user is to enter a X to indicate a menu choice of unit or PSC. Information regarding this access level may be obtained from the user's local Personnel Automation Section (PAS). You must also enter a X next to your data entry choice (either DA Form 2 update or transaction format), figure 7-9. After all the data is entered, press the Enter key. If you select peacetime, go to paragraph 7-7. If you select mobilization, go to paragraph 7-8, and if you select wartime, go to paragraph 7-9. You also have the option of not processing any further, in which case you enter the appropriate code as indicated in paragraph 7-4.

```
SIDPERS DATA ENTRY SYSTEM

THERE ARE THREE (3) PROCESSING MODES:
      1) -- PEACETIME
      2) -- MOBILIZATION
      3) -- WARTIME

ENTER YOUR SELECTED PROCESSING MODE: -

ENTER YOUR ORIGINATOR CODE: --

ENTER YOUR PPA CODE: --

ENTER AN X BY DATA ENTRY CHOICE:  DA FORM 2 (PQR) UPDATE - TRANSACTION FORMAT -

TO RETURN TO MASTER MENU ENTER "CF" ON ACTION LINE.      PRESS "ENTER" KEY.
TO SIGN OFF THE SYSTEM  ENTER "SO" ON ACTION LINE.      PRESS "ENTER" KEY.

ACTION: --
```

Figure 7-7. Example of the screen upon which you enter your Processing mode, originator code and PPA code

```

                                SIDPERS DATA ENTRY SYSTEM

THERE ARE THREE (3) PROCESSING MODES:
      1) -- PEACETIME
      2) -- MOBILIZATION
      3) -- WARTIME

ENTER YOUR SELECTED PROCESSING MODE: -

ENTER YOUR ORIGINATOR CODE: --

ENTER YOUR PPA CODE: --

ENTER AN X BY MENU CHOICE: MILPO - UNIT -

ENTER AN X BY DATA ENTRY CHOICE: DA FORM 2 (PQR) UPDATE - TRANSACTION FORMAT -

TO RETURN TO MASTER MENU ENTER "CF" ON ACTION LINE.      PRESS "ENTER" KEY.
TO SIGN OFF THE SYSTEM   ENTER "SO" ON ACTION LINE.      PRESS "ENTER" KEY.

ACTION: --

```

Figure 7-8. Example of the SIDPERS Data Entry system Processing Screen if you have access to both Unit and MILPO Screens

```
SIDPERS DATA ENTRY SYSTEM

THERE ARE THREE (3) PROCESSING MODES:
    1) -- PEACETIME
    2) -- MOBILIZATION
    3) -- WARTIME

ENTER YOUR SELECTED PROCESSING MODE: 1

ENTER YOUR ORIGINATOR CODE: KH

ENTER YOUR PPA CODE: LL

ENTER AN X BY DATA ENTRY CHOICE: DA FORM 2 (PQR) UPDATE - TRANSACTION FORMAT X

TO RETURN TO MASTER MENU ENTER "CF" ON ACTION LINE.    PRESS "ENTER" KEY.
TO SIGN OFF THE SYSTEM  ENTER "SO" ON ACTION LINE.    PRESS "ENTER" KEY.

ACTION:
_____
```

Figure 7-9. Example which shows how to indicate your choice under data entry

7-7. PSC input menu screen (peacetime)

Since you will be entering data in a peacetime mode, figure 7-10 will be the next screen that you see. Enter the transaction mnemonic for the transaction that you wish to input and press the Enter key. The screen format for that transaction will then appear. If you do not wish to input a mnemonic, you may return to the master menu (code CF), or sign off the system (code SO) as indicated in paragraph 7-4.

MILPO INPUT (PEACETIME)

PLEASE ENTER THE TRANSACTION MNEMONIC DESIRED: ——— PRESS ENTER.

AATC	APTD	D/73	UNOS	GOMS	LPCS	NX	PPTR	SBAR	TRAN
ABCD	AS1	EDAR	NSCS	GROH	MAIC	ONUT	PRMT	SDAP	UG
ACSI	AVDA	DDPO	DEBP	GRDC	MARS	OCVE	PRMS	SEP	UR
ADND	ANDS	DEPD	RDAT	GTAS	MCVO	OPER	RACE	SFX	VRPM
AJST	BDAP	DEPN	BGD	HIV	MEDT	OTCO	RAPT	SMOS	YNPS
AFA	BR	DFNO	SRPT	HOBA	MEDR	PADR	RAGA	SPAY	
AFPM	CDAT	DFR	ETS	INOY	MLED	PBAR	RHGT	SPOR	
AFS	CITZ	DLAB	FMNL	IPAY	MTDR	PCR	RELG	SOPT	
AFST	COMP	DLOS	PHAI	JACT	NAME	PIVS	RENIL	SSAN	
ALCT	CPGD	DOB	PRER	LANAM	NCOG	PNOS	RPRM	TERN	
APRP	CVSD	DOR	PSVD	LOOD	NSLT	PPN	RTUR	TYRQ	

TO RETURN TO THE MASTER MENU, ENTER "CP" ON THE ACTION LINE. PRESS ENTER.

TO SIGN OFF THE SYSTEM, ENTER "SO" ON THE ACTION LINE. PRESS ENTER.

ACTION: —

Figure 7-10. Example of the MILPO Input Menu Screen—Peacetime

7-8. PSC input menu screen (mobilization)

Since you will be entering data in a mobilization mode, figure 7-11 will be the next screen that you see. Enter the transaction mnemonic for the transaction that you wish to input and then press the Enter key. The screen format for that transaction will then appear. If you do not wish to input a mnemonic, you may return to the master menu (code CF), or sign off the system (code SO) as indicated in paragraph 7-4.

MILPO LEVEL TRANSACTIONS (MOBILIZATION)

PLEASE ENTER THE TRANSACTION MNEMONIC DESIRED: — PRESS "ENTER".

AATC	CITZ	DOB	GRCH	LNAM	OPER	REGA	SMOS	UR
ADMD	COMP	DOR	GRUC	MARS	OTUC	REXT	SSAN	
APA	DEPN	DRDS	HIV	NTUR	PHYS	RENT	TORN	
AFS	DERO	ETS	HOBA	NAME	PHCS	RTUR	TORQ	
ASI	DPR	PENL	INOY	NX	RACE	SEP	TRAN	
BR	DLOS	PREZ	JACT	QAUT	RAPT	SEX	UC	

TO RETURN TO THE MASTER MENU, ENTER "CF" ON THE ACTION LINE. PRESS ENTER.

TO SIGN OFF THE SYSTEM, ENTER "SO" ON THE ACTION LINE. PRESS ENTER.

ACTION: —

Figure 7-11. Example of the MILPO Input Menu Screen—Mobilization

7-9. PSC input menu screen (wartime)

Since you will be entering data in a wartime mode, figure 7-12 will be the next screen that you see. Enter the transaction mnemonic for the transaction that you wish to input and then press the Enter key. The screen format for that transaction will then appear. If you do not wish to input a mnemonic, you may return to the master menu (code CF), or sign off the system (code SO) as indicated in paragraph 7-4.

MILPO INPUT (WARTIME)

PLEASE ENTER THE TRANSACTION MNEMONIC DESIRED: — PRESS "ENTER".

ADMD	FREE	MYDR	PHYS	SEX
ASI	GRCH	NAME	PMOS	SSAN
COMP	GRDC	NK	RACE	TDIN
DFR	INQY	QAUT	RAFT	TDRO
DOR	JACT	OPER	RIDR	TRAN
FENL	LAWM	OTCO	SEP	

TO RETURN TO THE MASTER MENU, ENTER "CF" ON THE ACTION LINE. PRESS ENTER.

TO SIGN OFF THE SYSTEM, ENTER "SO" ON THE ACTION LINE. PRESS ENTER.

ACTION: —

Figure 7-12. Example of the MILPO Input Menu (Wartime)

7-10. Transaction format screen

Once you have successfully entered the desired transaction mnemonic, the screen format for that transaction will appear. You can input the transaction in accordance with the appropriate procedure in Chapter 2 of this pamphlet or DA Pamphlet 600-8-1. (A screen format for each transaction in Chapter 2 is filed with the procedure for that transaction.) Keep in mind that a slash (/) will be generated for each data element not being reported in the transaction. A period will automatically be generated when you press the Enter key after the last data element you have entered. After all the data that is to be reported is entered on the screen, then you press the Enter key. To obtain an input audit trail, the Print key must be pressed prior to the Enter key. Once you have pressed the Enter key, one of the following things will occur:

- If your transaction successfully passed the validity edits, the screen format for the transaction that you just entered will reappear minus data. You may enter data for the same transaction on another soldier or enter either CF, CM or SO as indicated in paragraph 7-4.
- If your transaction did not successfully pass the validity edits, the transaction screen will reappear with your error(s) blanked out and the character indicators highlighted (brighter). Also, the following message will appear at the bottom of the screen: Edit Error—Please Correct All Highlighted Fields. The error(s) must be corrected before the transaction will process. (Recheck the procedure for the transaction to find your error and correct it.) Press the Enter key after you correct the error.

7-11. Free form screen

Once you have entered the mnemonic FREE, the free format screen (Figure 7-13) will appear. This screen is to be used in preparation of transactions that are associated with the SAF, SOMF, SRNG, SASF, SAIF, AND SMEF files. Refer to the appropriate DA Pamphlet for guidance in preparation of these transactions. Then do one of the following:

- If you desire to return to the transaction menu, master menu, or sign off, enter the appropriate code on the action line as indicated in paragraph 7-4.
- If you desire to input more free form transactions, press the Enter key.

FREE FORM

REFER TO APPROPRIATE DA PAM'S TO INPUT THESE TRANSACTIONS:
 THIS FORMAT IS APPLICABLE TO THE SAF, SOMP, SROF, SRNF, SHCF
 SASF, SAIF AND SMEF FILES

1	2	3	4	5	6	7
123456789012345678901234567890123456789012345678901234567890123456789						
XX						
B						
O						
X						

PRESS "ENTER" TO INPUT MORE TRANSACTIONS.
 TO RETURN TO TRANSACTION MENU ENTER "CM" ON THE ACTION LINE,
 PRESS "ENTER".

ACTION: --

Figure 7-13. Example of the Free Form Screen

7-12. FID N, transfer data record (TDR) screen

Once you have entered the mnemonic TDRN the MPC processing screen (Figure 7-14) will appear. You may do one of two different things:

- a. If you wish to enter a FID N TDR, you must enter the military personnel class (MPC) (either E, W, OR O) of the individual whose record you are processing.
- b. If you do not desire to enter a FID N, you may enter either CF, CM, or SO as indicated in paragraph 7-4.

MPC PROCESSING SCREEN
=====

ENTER MPC: - PRESS ENTER KEY

TO RETURN TO TRANSACTION MENU ENTER "CM" ON ACTION LINE --
PRESS ENTER KEY

TO RETURN TO MASTER MENU ENTER "CF" ON ACTION LINE --
PRESS ENTER KEY

TO SIGN OFF THE SYSTEM ENTER "SO" ON THE ACTION LINE --
PRESS ENTER KEY

ACTION: --

Figure 7-14. Example of the MPC Processing Screen

7-13. FID N, card 1

Once you have successfully entered the MPC, the screen format for the first card (Figure 7-15 or 7-16) of the FID N TDR will appear. You will enter the data as indicated and then press the Enter key to get to the screen format for card 2 of the FID N.

TDR FORMAT FID "N" CARD "1" (ENLISTED)

SSN: ----- NAME: ----- MPC: - GRADE/CODE: ----

DOR: ----- SEX: - RACE: - SVC COMP: - PMOS: ----- ASI: --

FIRST LANG ID: -- SECOND LANG ID: --

VSSN: - PULHES: ----- PHYS CAT CODE: -

PERS SECURITY INV COMP: - STRENGTH TRANSACTION: ---- ORIG: --

ACTION: --

Figure 7-15. Example of the FID N, Enlisted, Card 1

TDR FORMAT FID "N" CARD NUMBER "1" (OFF/WAR)

SSN: ----- NAME: ----- MPC: - GRADE/CODE: ----

DOR: ----- SEX: - RACE: - SVC COMP: - PRI SSI/ASI-1/PMOS: -----

PMOS ASI/ASI2: -- FIRST LANG ID: -- SECOND LANG ID: --

VSSN: - PULHES: ----- PHY CAT CODE: -

PERS SECURITY INV COMP: - STRENGTH TRANSACTION: ---- ORIG: --

ACTION: --

Figure 7-16. Example of the FID N, Officer/Warrant Officer, Card 1

7-14. FID N, card 2

Once you have entered the appropriate data on card 2 (Figure 7-17 or 7-18), press the Enter key. The screen format for card 3 will appear.

TDR FORMAT FID "N" CARD NUMBER "2" (ENLISTED)

SSN: ----- GAINING UPC: ----- REPORTING DATE: ----- LOSING UPC: -----

DEPARTURE DATE: ----- DELAY IN SEP: - ETS: ----- DROS: -----

DEROS: ----- DOB: ----- BASD: ----- PEBD: ----- YR/MO LAST PHOTO: -----

YR/MO ELIG AFM: ----- TERM ENL: -

ACTION: --

Figure 7-17. Example of the FID N, Enlisted, Card 2

TDR FORMAT FID "N" CARD NUMBER "2" (OFF/WAR)

SAN: ----- GAINING UPC: ----- REPORTING DATE: ----- LOSING UPC: -----

DEPARTURE DATE: ----- DELAY IN SEP: - ESA: ----- DROS: -----

DEROS: ----- DOB: ----- BASD: ----- PERD: ----- YR/MO LAST PHOTO: --
--

YR MO ELIG AFRM: ----- SVC AGNT: -

ACTION: --

Figure 7-18. Example of the FID N, Officer/Warrant Officer, Card 2

7-15. FID N, card 3

Once the FID N card 3 screen (Figure 7-19 or 7-20) format appears, you may either:

- a. Enter data and press the Enter key. The screen format for card 4 will appear.
- b. If card 3 is not required, enter the code N and press the Enter key. The screen format for card 4 will then appear.

IF CARD "3" NOT REQUIRED ENTER "N": __ PRESS "ENTER".

TOR FORMAT FID "N" CARD NUMBER "3" (ENLISTED)

SSN: _____ YR/MO LAST CBT TOUR: ____ AREA LAST CBT TOUR: - MEC: ____

MARLT STATUS: - NO DEPN: ____ NO ACP CSDEP PCS: -- S-PAY-1: _____

S-PAY-2: _____ I-PAY-1: _____ I-PAY-2: _____ ETH GRP: - REL DENOM: ____

PRI ACT DIS RCD: - DUAL SVC COMP: - DUAL SVC COMP GRADE: _____ PIN: ____

YR MO HIV SCRIN TEST LAST ADMIN: ____ VIRI MOS: ____ VIRI DATE: _____

PROM/PROG MOS: ____ YR/MO GCM SUSP: ____ YR/MO SQT ADMIN: ____

PROM LND: -

ACTION: ____

Figure 7-19. Example of the FID N, Enlisted, Card 3

```

IF CARD "3" NOT REQUIRED ENTER "N": __ PRESS "ENTER".

TDR FORMAT FID "N" CARD NUMBER "3" (OFF/WAR)

SSN: _____ YR MO LAST CBT TOUR: ____ AREA LAST CBT TOUR: - MDC: --
MARTL STATUS: - NO DEPN: -- NO ACHP CSDEP PCS: -- SPAY1: _____
SPAY2: _____ IPAY1: _____ IPAY2: _____ ETI GRP: - REL DENOM: --
PRI ACT DIS RED: - DUAL SVC COMP: - DUAL SVC COMP GR: _____ PPN: --
CIT STATUS: - CIV ED: - MIL ED: - SSI/ASI CT MOS: _____ ASI-4: --
CONTROL BRANCH: - BASIC BRANCH: - YR MO HIV SCRIN TEST LAST ADMIN: _____

ACTION: --

```

Figure 7-20. Example of the FID N, Officer/Warrant Officer, Card 3

7-16. FID N, card 4

Once the FID N, card 4 screen (Figure 7-21 or 7-22) format appears, you may either:

- a. Enter data and press the Enter key. The MPC processing screen (Figure 7-14) will then appear.
- b. If card 4 is not required, enter the code N and then press the Enter key. The MPC processing screen (Figure 7-14) will then appear.

IF CARD "4" NOT REQUIRED ENTER "N": __ PRESS "ENTER".

TDR FORMAT FID "N" CARD NUMBER "4" (ENLISTED)

SSN: _____ GT SCORE: __ FHAI ELIG: - AREA CURR LAST EST: -

SP-DY-ASG-PAY-STATS: - SMOS: _____ ASI: -- CONUS AREA PREF: --

CURRENT PROMO YR & MO: _____ ENL RENL DON IND: - EER VER CODE: -

YEAR AND MONTH LAST EER: _____ ELIG IMMED ENL REENL: -- OS ASG PREF-1: --

OS ASG PREF-2: -- OS ASG PREF-3: -- REXT AFFIL NR: _____ REXT AFFIL BR: --

RECT HOME BASE: -- DATE PERS SEC INV COMP: _____ DEPT DET PERS SEC STATUS: -

PERS SEC INV INIT: - DATE SEC INV INIT: _____ PERS RELIA ASSIGN STAT: -

PROMO PTS,CUR: -- PREV PROMO PTS YR,MO: _____ PROMO PTS,PREV: --

NR ACMP NCSDEP PCS: --

ACTION: --

Figure 7-21. Example of the FID N, Enlisted, Card 4

```

IF CARD "4" NOT REQUIRED ENTER "N":  _ _ PRESS "ENTER"

      TDR FORMAT FID "N" CARD NUMBER "4" (OFF/WAR)

SSN: ----- ACT FED SVC: --- FHAI ELIG: - ACT FED COMM SVC: -----
AFS VER: - PERM GRADE CODE: ---- PERM DATE RANK: ----- PROM IND: -
OS ASG PREF1: -- OS ASG PREF2: -- OS ASG PREF3: -- REGIMENTAL AFFIL NO: ----
REGIMENTAL AFFIL BRANCH: -- REGIMENTAL HOME BASE: --
DATE PERS SEC INV COMP: ----- DEP DET PERS SEC STATUS: -
PERS SEC INVS INITIATED: - DATE PERS SEC INVS INITIATED: -----
PERS RELIABILITY PROGRAM ASSIGNMENT STATUS: -
NO ACMP MCSDEP PCS: --

ACTION: --

```

Figure 7-22. Example of the FID N, Officer/Warrant Officer, Card 4

7-17. FID Q accession transfer data record (TDR) screen

Once you have entered the mnemonic TDRQ, the MPC processing screen (Figure 7-14) will appear. You may do one of two things:

- a. If you wish to enter a FID Q accession, you must enter the military personnel class (MPC) (either E, W, O) of the individual whose record you are processing and press the Enter key.
- b. If you do not desire to enter a FID Q accession, you may enter either CF, CM or SO as indicated in paragraph 7-4.

7-18. FID Q, card 1

Once you successfully entered the MPC, the screen format for the first card (Figure 2-23 or 2-24) of the FID Q accession will appear. You will enter the data as indicated and then press the Enter key to get to the screen format for card 2 of FID Q (Figure 7-25 or 7-26).

ACCESSION FORMAT -- FID "Q" CARD "1" (ENLISTED)

SSN: ----- NAME: ----- MPC: -

GRADE AND CODE: ---- DOR: ----- SEX: - RACE: - SVC COMP: -

PMOS: ----- PASI: -- DYST: --- EFFECT DATE DYST: -----

FIRST LANG ID: -- SECOND LANG ID: --

REC STAT CODE: - ORIG CODE: --

ACTION: --

Figure 7-23. Example of the FID Q, Enlisted, Card 1

ACCESSION FORMAT - FID "Q" CARD "1" (OFF/WAR)

SSN: _____ NAME: _____ MPC: -

GRADE AND CODE: _____ DOR: _____ SEX: - RACE: - SVC COMP: -

PRI SSI/ASI-1/PMOS: _____ PMOS ASI/ASI-2: -- DYST: --

EFFECT DATE DYST: _____ FIRST LANG ID: -- SECOND LANG ID: --

REC STA CODE: - ORIG CODE: --

ACTION: --

Figure 7-24. Example of the FID Q, Officer/Warrant Officer, Card 1

ACCESSION FORMAT -- FID "Q" CARD "2" (ENLISTED)

SSN: ----- PULHES: ----- PHYS CAT: - ARRIVAL DATE: -----

REPORT DATE: ----- GAINING UPC: ----- TYPE TRANS FWD: ----- MDC: --

POSN: ---- DELAY IN SEP: - ETS: ----- TERM ENL: - DROS: -----

DEROS: ----- DLOS: ----- AREA CURR/LAST FST: - SP-DY-ASG-PAY-STATS: -

DOB: ----- PRI ACT DIS RCD: -

ACTION: --

Figure 7-25. Example of the FID Q, Enlisted, Card 2

```
ACCESSION FORMAT -- FID "Q" CARD "2" (OFF/WAR)

SSN: ----- PULSES: ----- PHYS CAT: - ARRIVAL DATE: -----
REPORT DATE: ----- GAINING UPC: ----- TYPE TRANS PWD: ----- MDC: --
POSN: --- DELAY IN SEP: - ESA: ----- SVC AGR: - DROS: -----
DEROS: ----- DLOS: ----- DOB: ----- PRI ACT DIS REC: -
```

```
ACTION: --
```

Figure 7-26. Example of the FID Q, Officer/Warrant Officer, Card 2

7-19. FID Q, card 2

Once you have entered the appropriate data, press the Enter key. The screen format for card 3 (Figure 7-27 or 7-28) will appear.

IF CARD "3" NOT REQUIRED ENTER "N" _ PRESS "ENTER"

ACCESSION FORMAT -- FID "Q" CARD "3" (ENLISTED)

SSN: ----- BASD: ----- PEBD: ----- YR MO LAST PHOTO: ----

YR MO ELIG AFM: ---- YR MO LAST EER: ---- YR MO LAST CBT TOUR: ----

AREA LAST CBT TOUR: - MARTL STATUS: - NO DEPN: -- NO ACOMP CSDEP PCS: --

SP PAY-1: ----- SP PAY-2: ----- IN PAY-1: ----- IN PAY-2: -----

ETH GRP: - REL DENOM: -- EER/SEER VER CODE: - DUAL SVC COMP: -

DUAL SVC COMP/GRADE: ---- PPN: -- CITIZEN STATUS: - CIV ED LVL: -

NCO ACAD GRAD: -

ACTION: --

Figure 7-27. Example of the FID Q, Enlisted, Card 3

```

IF CARD "3" NOT REQUIRED ENTER "N"  _ PRESS "ENTER"

      ACCESSION FORMAT -- FID "Q" CARD "3" (OFF/WAR)

SSN: -----  BASD: -----  PEBD: -----  YR MO LAST PHOTO: ----
YR MO ELIG AFRM: ----  YR MO LAST OER: ----  YR MO LAST CBT TOUR: ----
AREA LAST CBT TOUR: -  MARL STATUS: -  NO DEPN: --  NO ACHP CSDEP PCS: --
SP PAY-1: -----  SP PAY-2: -----  IN PAY-1: -----  IN PAY-2: -----
ETH GP: -  REL DENOM: --  DUAL SVC COMP: -  DUAL SVC COMP/GRADE: ----
PPN: --  CITIZEN STATUS: -  CIV ED LVL: -  MIL ED LVL: -

ACTION: --

```

Figure 7-28. Example of the FID Q, Officer/Warrant Officer, Card 3

7-20. FID Q, card 3

Once the FID Q, card 3 screen (Figure 7-27 or 7-28) format appears, you may either:

- a. Enter data and press the Enter key. The screen format for card 4 will appear.
- b. If card 3 is not required, enter the code N and press the Enter key. The screen format for card 4 will then appear.

7-21. FID Q, card 4

Once the FID Q, card 4 screen (Figure 7-29 or 7-30) format appears, you may either:

- a. Enter data and press the Enter key. The MPC processing screen (Figure 7-14) will then appear, or the FID Q, card 5 screen will appear if the individual is enlisted.
- b. If card 4 is not required, enter the code N and press the Enter key. The MPC processing screen (Figure 7-14) will then appear.

IF CARD "4" NOT REQUIRED ENTER "N" __ PRESS "ENTER"

ACCESSION FORMAT -- FID "Q" CARD "4" (ENLISTED)

SSN: _____ PHAI ELIG: - DUTY MOS: _____ DUTY ASI: --

DUTY LANG ID: -- SMOS: _____ SMOS ASI: -- CONUS AREA PREF: --

ENT/REENL HON IND: - VRH MOS: _____ VRB DATE: _____ FROM/PROG MOS: _____

AEA CODE: - YR MO AEA TERM: _____ GEN TECH APT SCORE: _____

YR MO GOM SUS: _____ YR MO SQT ADMIN: _____ PROM IND: --

YR MO HIV SCRIN TEST LAST ADMIN: _____ OS ASG PREP-1: -- OS ASG PREP-2: --

OS ASG PREP-3: -- NO ACOMP NOSDEP PCS: --

ACTION: --

Figure 7-29. Example of the FID Q, Enlisted, Card 4

```

IF CARD "4" NOT REQUIRED ENTER "N" __ PRESS "ENTER"

ACCESSION FORMAT -- FID "Q" CARD "4" (OFF/WAR)

SSN: _____ PHAL ELIG: - DUTY MOS/PSC: _____ DUTY ASI: -
DUTY LANG ID: - ALT SSI/ASI-3/CHDS: _____ ASI-4/SNOS ASI: -
CONTROL BR: - CONTROL SPECITY: - BASIC BR: - ACT FED SVC: -
ACT FED COMM SVC: _____ ACT FED SVC VER: - PERM GRD AHA/CODE: _____
PERM DOR: _____ PRON IND: - ST RES ENTRY: - REG AFIL NO: _____
REG AFIL BR: - REG HOMEBASE: - YR MD HIV SCRIN TEST LAST ADMIN: _____
OS ASG PREF-1: - OS ASG PREF-2: - OS ASG PREF-3: -
NO AOMP NCSDEP PCS: -

ACTION: -

```

Figure 7-30. Example of the FID Q, Officer/Warrant Officer, Card 4

7-22. FID Q, card 5

If the individual who is being accessed is enlisted, then the FID Q, card 5 screen will appear (Figure 7-31). Once the FID Q, card 5 screen format appears, you may either:

- a. Enter the data and press the Enter key. The MPC processing screen (Figure 7-14) will appear.
- b. If card 5 is not required, enter the code N and press the Enter key. The MPC processing screen (Figure 7-14) will then appear.

```

IF CARD "5" NOT REQUIRED ENTER "N" _ PRESS "ENTER"

ACCESSION FORMAT -- FID "Q" CARD "5" (ENLISTED)

SSN: ----- ST RES ENTRY: -- ST ENT ACT DUTY: -- AFQT: ---
NR ENL/REENL: - ENL/REENL WAIVER: - ENL OPT CODE: ---- REG AFIL NO: ----
REG AFIL BR: -- REG HOMEBASE: --

ACTION: --

```

Figure 7-31. Example of the FID Q, Enlisted, Card 5

7-23. DA Form 2(A/B) query

a. Once you have indicated that you will be executing a DA Form 2(A/B) Query, the screen shown as Figure 7-32 will appear. Enter the numeric code for your desired selection (in this case 1) and press the Enter key. Figure 7-33 will appear. Enter the social security number (SSN) of the soldier whose DA Form 2(A/B) you wish to review. If the soldier is attached to your activity, you will also enter an A in the space provided in Figure 7-33. If the soldier is assigned to your activity, then you leave this area blank. Press the Enter key and the screen shown as Figure 7-34 will appear. If an error has been made in entering the soldier's SSN, one of the following messages will appear: No Record Found For This SSN. Please Retype or No Attached Record Found For This SSN. Please Retype. Recheck the soldier's SSN, and reenter it.

```
SIDPERS DATA QUERY SYSTEM
MENU SELECTION

SELECT DESIRED NUMBER AND ENTER: -

1      DA FORM 2 QUERY
2      VIEW DICTIONARY
3      AD-HOC QUERY

***** SELECT AND ENTER DESIRED ACTION -- PRESS "ENTER" KEY TO ACTIVATE *****
SO=EXIT_TAPS      CF=RTN_TO_MSTR_MENU
ACTION: --
```

Figure 7-32. Example of the first screen that appears after you have selected Data Query

DA FORM 2 QUERY

TO CONTINUE PROCESSING, ENTER THE DESIRED SSN: _____ PRESS "ENTER KEY".

IF APPLICABLE, AND AN ATTACHED DISPLAY IS DESIRED, ENTER "A": _
PRESS "ENTER KEY".

***** SELECT AND ENTER DESIRED ACTION ____ PRESS "ENTER" KEY TO ACTIVATE *****
SO=EXIT TAPS CF=RTN MSTR MENU CM=RTN AACDQ MENU

ACTION: ____

Figure 7-33. Example of the screen where you enter the SSN of the soldier whose DA Form 2 you wish to query

DA FORM 2 MENU

PEACETIME:		WARTIME:
MNEMONIC:	MNEMONIC:	MNEMONIC:
PED-PERSONAL DATA	QAL-QUALIFICATION DATA	WAR
UID-UNIT DATA	SVD-SERVICE DATA	
PSD-POSITION DATA	LCD-LOCAL DATA	

PLEASE ENTER THE MNEMONIC DESIRED: ---- . PRESS "ENTER" KEY.

TO RETURN TO THE MASTER MENU, ENTER "CF" ON THE ACTION LINE. PRESS "ENTER" KEY.

TO SIGN OFF THE SYSTEM, ENTER "SO" ON THE ACTION LINE. PRESS "ENTER" KEY.

TO SEE DA FORM 2 FOR ANOTHER INDIVIDUAL, ENTER "CM" ON THE ACTION LINE.
PRESS "ENTER" KEY.

ACTION: --

Figure 7-34. Example of the screen where you select what section of the DA Form 2 you wish to view

b. If you are operating in the peacetime mode or mobilization mode, you will enter the mnemonic for the particular section of the DA Form 2(A/B) that you wish to review in the space provided and press the Enter key. If you are operating in the wartime mode, you will enter the mnemonic WAR, press the Enter key and the entire wartime DA Form 2(A/B) will appear.

c. Figures 7-35 through 7-41 shows you examples of the Enlisted Personnel Qualification Record (PQR), DA Form 2A. Figures 7-42 through 7-48 shows you examples of the Officer/Warrant Officer Personnel Qualification Record (PQR), DA Form 2B. Figure 7-49 is the Enlisted, Wartime, DA Form 2A, and Figure 7-50 is the Officer/Warrant Officer, Wartime, DA Form 2B.

DA FORM 2A - ENLISTED - PEACETIME - SECTION I - PERSONAL DATA
 PPA: --- RSC: --- CD: --- SON: ---
 NAME: ---
 SSN: XXX-XX-XXXX TYPE RECORD: ---
 VSSN CODE: ---
 MFC/CODE: ---
 SEX CODE: ---
 RACE/CODE: ---
 DATE OF BIRTH: YYYYMM
 NUMBER DEPENDENTS: ---
 NO AOMP CSDEP PCS: ---
 NO AOMP ACSDEP PCS: ---
 ETH GRP/CODE: ---
 CITIZSHIP CODE: ---
 MILIT STS/CODE: ---
 REL PRSF/CODE: ---
 SSN-MIL-SPOUSE: XXX-XX-XXXX
 MIL-PERS-CLASS-AD-SPOUSE: ---
 DOD-COMP-AD-SPOUSE: ---

Figure 7-35. Example of the DA Form 2A, Enlisted, Section 1

DA FORM 2A - ENLISTED - PEACETIME - SECTION II - QUALIFICATION DATA
 PPA: -- TO VIEW QUAL SCREEN 2 PRESS ENTER KEY CD: -- SCN: --

NAME: _____	RSC: _____
SSN: xxx-xx-xxxx	TYPE RECORD: _____
GRADE/CODE: --	DUAL SVC COMP/CD: --
DATE OF RANK: YYMMDD	SHOS/ASI: --
SVC/COMP CODE: --	DUTY MOS/ASI: --
PMOS/ASI: --	BONUS MOS/EFF DATE: -- YYMMDD
FIRST-LANG/CODE: _____	PROM/PROG MOS: --
SECD-LANG/CODE: _____	SI-DY-ASG-PAY-STATS: _____
PUIJES: --	SPAY1/SPAY2: --
PHYS CAT CODE: --	IPAY1/IPAY2: --
GT SCORE: --	SQT MOS: --
OUT COMP DATE: YYMM	SQT DATE-1: YYMM
MIL EDUC/CODE: --	SQT DATE-2: YYMM
CIV EDUC/CODE: --	SQT PERCENTAGE: --
PROMOTION IND: --	SQT RATING/CD: --
DUAL SVC GR/CD: --	SQT SCORE: --
	PROM PTS-C/DATE: -- YYMM
	PROM PTS-P/DATE: -- YYMM
	REEN ELIG/INELIG: --

Figure 7-36. Example of the DA Form 2A, Enlisted, Section II

```
DA FORM 2A - ENLISTED - PEACETIME - SECTION II QUALIFICATION DATA (CONT'D)
PPA: --                                CD: ----- SCN: --
NAME: ----- RSC: -
SSN: XXX-XX-XXXX TYPE RECORD: -----
PER SCTY INV INIT/DATE: - YYMMDD
PER SCTY INV COMP/DATE: - YYMMDD
PLD DETMD PER SCTY STS: -----
DPT DETMD PER SCTY STS: -----
PER NLBTY PGM ASGN STS: -----
PERS SCTY INV INIT STS: -----
PERS SCTY INV COMP STS: -----
```

Figure 7-37. Example of the Enlisted, DA Form 2A, Section II, Screen—Continued

```
DA FORM 2A - ENLISTED - PEACETIME - SECTION III - UNIT DATA
PPA: --                               CD: ----- SCN: -
NAME: ----- RSC: -
SSN:      XXX-XX-XXXX TYPE RECORD: -----
UPC:      -----
UNIT NAME: -----
REPORT DATE: YYMMDD
ARRIVAL DATE: YYMMDD
DEPART DATE: YYMMDD
GAINING UPC: -----
LOSING UPC: -----
REGT AFFIL: -----
REGT HOMEBASE: -----
```

Figure 7-38. Example of the Enlisted, DA Form 2A, Section III, Screen

DA FORM 2A - ENLISTED - PEACETIME - SECTION IV - SERVICE DATA

PPA: _____		CD: _____	SON: _____
NAME: _____		RSC: _____	
SSN: _____	xxx-xx-xxxx	TYPE RECORD: _____	
PRBO: _____		LAST CBT TOUR/DATE: _____	
BASD: _____		CURR/LAST PST/CODE: _____	
ETS: _____		TRAVEL STATUS: _____	
CURR TERM SVC/CODE: _____		OVERSPAS PREF/CODE: 1. _____	
DELAY IN SEP/CODE: _____		2. _____	
DATE LAST PCS: _____		3. _____	
DATE OF LAST EER: _____		CONUS PREF/CODE: _____	
EER DATE VERIF: _____		YR MO RTV SCRN TEST LAST ADMIN: _____	
DATE OF LAST PHOTO: _____			
DATE ELIG AFPM: _____			
DATE ELIG GOMDL: _____			
FMA ELIG IND: _____			
OLCS: _____			
DRCS/DEROS: _____			
AEA/TERM DATE: _____			

Figure 7-39. Example of the Enlisted, DA Form 2A, Section IV, Screen

DA FORM 2A - ENLISTED - PEACETIME - SECTION V - POSITION DATA
PPA: -- CD: -- SCN: --
NAME: -- RSC: --
SSN: XXX-XX-XXXX RECORD TYPE: --
POSITION NO: --
POSITION TITLE: --
AUTH MOS/ASI: --
AUTH GRADE/CODE: --
RORD-LANG/CODE: --

Figure 7-40. Example of the DA Form 2A, Enlisted, Section V

DA FORM 2A - ENLISTED - PEACETIME - SECTION VI - LOCAL DATA

PPA: --

NAME: _____ RSC: -

SSN: _____ RECORD TYPE: _____

Figure 7-41. Example of the DA Form 2A, Enlisted, Section VI

DA FORM 2B - OFFICER AND WARRANT OFFICER - PEACETIME:
 PPA: --- SECTION I - PERSONAL DATA RSC: --- CD: --- SON: ---
 NAME: ---
 SSN: --- XXX-XX-XXXX TYPE RECORD: ---
 VSSN CODE: ---
 MPC/CODE: ---
 SEX/CODE: ---
 RACE/CODE: ---
 DATE OF BIRTH: YYYYMMDD
 NUMBER DEPENDENTS: ---
 NO ACHP CSDEP PCS: ---
 NO ACHP NCSDEP PCS: ---
 ETH GRP/CODE: ---
 CITIZSHIP/CODE: ---
 MPTL STS/CODE: ---
 MRL PRFP/CODE: ---
 SSN-MIL-SPOUSE: ---
 MIL-PERS-CLASS-AD-SPOUSE: ---
 DOD-COMP-AD-SPOUSE: ---

Figure 7-42. Example of the DA Form 2B, Officer/Warrant Officer, Section I

DA FORM 2B - OFFICER AND WARRANT OFFICER - PEACETIME
PPA: --- SECTION II - QUALIFICATION DATA CD: --- SON: ---
NAME: --- RSC: ---
SSN: --- XXX-XX-XXXX TYPE RECORD: ---
GRADE/CODE (W): --- -
AD GRADE/CODE (O): --- - PULHES: ---
DATE OF RANK (W): YYMMDD PHYS CAT CODE: ---
AD DATE OF RANK (O): YYMMDD DUAL SVC GRADE/CODE (W): --- -
SVC COMP/CODE: --- - DUAL SVC COMP/CODE (W): --- -
PSSI/ASI1/ASI2 (O): --- - - CONTROL SPEC (O): ---
SEC SSI/ASI 3 DUTY SSI/ASI (O): --- -
ASI 4 (O): --- - - BASIC BRANCH (O): ---
PMOS/ASI (W): --- - - CMOS/ASI (W): --- -
PERM GRD/CODE (W): --- - DUTY MOS/ASI (W): --- -
PERM DOR (W): YYMMDD CONTROL BRANCH: ---
FIRST-LANG/CODE: --- - SPAY1/SPAY2: ---
SECD-LANG/CODE: --- - IPAY1/IPAY2: ---
MIL EDUC/CODE: --- - ACT FED SVC: --- MONTHS
CIV EDUC/CODE: --- - ACT FED COM SVC: --- MONTHS --- DAYS
PROMOTION IND: --- AFS VER CODE: --- -

TO VIEW REMAINDER OF QUALIFICATION DATA PRESS "ENTER KEY".

Figure 7-43. Example of the DA Form 2B, Officer/Warrant Officer, Section II

```
DA FORM 2B - OFFICER AND WARRANT OFFICER - PEACETIME -  
PPA: -- SECTION II - QUALIFICATION DATA (CONT'D) CD: ----- SCN: --  
NAME: ----- RSC: --  
SSN: XXX-XX-XXXX TYPE RECORD: -----  
PER SCTY INV INIT/DATE: - YYYYDD  
PER SCTY INV COMP/DATE: - YYYYDD  
FLD DETMD PER SCTY STS: -----  
DPT DETMD PER SCTY STS: -----  
PER RLBTY POM ASGN STS: -----  
PERS SCTY INV INIT STS: -----  
PERS SCTY INV COMP STS: -----
```

Figure 7-44. Example of the Officer/Warrant Officer, DA Form 2B, Section II, Screen—Continued

```

DA FORM 2B - OFFICER AND WARRANT OFFICER - PEACETIME
PPA: --          SECTION III - UNIT DATA          CD: ----- SCN: --
NAME: ----- RSC: -
SSN:          XXX-XX-XXXX          TYPE RECORD: -----
UPC: -----
UNIT NAME: -----
REPORT DATE:  YYMMDD
ARRIVAL DATE: YYMMDD
DEPART DATE:  YYMMDD
GAINING UPC:  -----
LOSING UPC:   -----
REGT AFFIL:   -----
REGT HOMEBASE: -----

```

Figure 7-45. Example of the Officer/Warrant Officer, DA Form 2B, Section III, Screen

DA FORM 2B - OFFICER AND WARRANT OFFICER - PEACETIME
 PPA: --- SECTION IV - SERVICE DATA CD: --- SON: ---
 NAME: --- RSC: ---
 SSN: XXX-XX-XXXX TYPE RECORD: ---
 PERIOD: --- OVERSEAS PRG/CODE: 1. ---
 BASD: --- 2. ---
 RSA: --- 3. ---
 SVC ALRMT/CODE: --- YR NO HIV SCRIN TEST LAST ADMIN: ---
 DELAY IN SEP/COORD: ---
 DATE LAST PCS: ---
 DATE OF LAST ER: ---
 DATE OF LAST PHOTO: ---
 DATE ELIG AFPM: ---
 PFM: ---
 PMA ELIG IND: ---
 DILOS: ---
 DROE/DESROS: ---
 LAST CBT TOUR/DATE: ---

Figure 7-46. Example of the Officer/Warrant Officer, DA Form 2B, Section IV, Screen

DA FORM 2B - OFFICER AND WARRANT OFFICER - PEACETIME
 PPA: --- SECTION V - POSITION DATA CD: --- SON: ---
 NAME: _____ RSC: ---
 SSN: XXX-XX-XXXX TYPE RECORD: _____
 POSITION NO: _____
 POSITION TITLE: _____
 AUTH SSI/ASI (O): ---
 AUTH MOS/ASI (W): ---
 AUTH GRADE/CODE: ---
 AUTH BRANCH: ---
 RQRD-LANG/CODE: _____

Figure 7-47. Example of the DA Form 2B, Officer/Warrant Officer, Section V

DA FORM 2B - OFFICER AND WARRANT OFFICER - PEACETIME			
PPA: --	SECTION VI -LOCAL DATA		CD: ----- SON: --
NAME: -----		RSC: --	
SSN: -----	xxx-xx-xxxx	TYPE RECORD: -----	
-			

Figure 7-48. Example of the DA Form 2B, Officer/Warrant Officer, Section VI

DA FORM 2A - ENLISTED - WARTIME

PPA: _____ SECTION I - PERSONAL DATA CD: _____ SON: _____

NAME: _____ RCS: _____

SSN: _____ RECORD TYPE: _____

VSSN CODE: _____ MPC/CODE: _____

SEX/CODE: _____ RACE/CODE: _____

SECTION II - QUALIFICATION DATA

GRADE CODE: _____ DATE OF RANK: _____

SVC COMP/CODE: _____ PHOS/ASI: _____

FIRST-LANG/CD: _____ SECD-LANG/CD: _____

PULHES: _____ PHYS CAT CODE: _____

PER SCTY INV COMP/CODE: _____

FLD DETMD PER SCTY STS: _____

SECTION III - UNIT DATA

UPC: _____ ARRIVAL DATE: _____

NAME: _____ DEPART DATE: _____

REPORT DATE: _____ GAINING UPC: _____

Figure 7-49. Example of the DA Form 2A, Enlisted (Wartime)

```

DA FORM 2B - OFFICER AND WARRANT OFFICER - WARTIME
PPA: -- SECTION I - PERSONAL DATA CD: -- SON: --
NAME: -- RSC: --
SSN: xxx-xx-xxxx TYPE RECORD: --
VSSN CODE: - SEX CODE: --
MPC/CODE: - RACE/CODE: --

SECTION II - QUALIFICATION DATA
GRADE/CODE (W): -- PMOS/ASI (W): --
AD GRADE/CODE (O): -- FIRST-LANG/CODE: --
DATE OF RANK (W): YYMMDD SEC2-LANG/CODE: --
AD DATE OF RANK (O): YYMMDD PULHES: --
SVC COMP/CODE: -- PHYS CAT CODE: --
PSSI/ASI1/ASI2 (O): --
PER SCTY INV COMP/CODE: --
FLD DETMD PER SCTY STS: --

SECTION III - UNIT DATA
UPC: -- ARRIVAL DATE: YYMMDD
NAME: -- DEPART DATE: YYMMDD
REPORT DATE: YYMMDD GAINING UPC: --

```

Figure 7-50. Example of the DA Form 2B, Officer/Warrant Officer, Wartime

d. Upon pressing the Enter key, the screen for the particular section you requested will appear. It will display all the data pertaining to the individual whose SSN you entered. You may view the DA Form 2(A/B) and then do one of the following:

(1) If you wish to review another section of the DA Form 2(A/B), on the same individual, press the Enter key. This will bring you back to the DA Form 2 Menu Screen (Figure 7-34). Enter the appropriate mnemonic on the DA Form 2 Menu Screen and press the Enter key.

(2) If you want to execute a DA Form 2(A/B) Query on another individual, enter CM in the lower left-hand corner of the screen and press the Enter key. Note that the action line does not appear on the Form 2(A-B) Query screens; however, the cursor automatically goes to the lower left-hand corner and the ability to go to the Form 2 menu screen, go to the master menu screen or to sign off the system (as indicated in paragraph 7-4) remains. This will bring you back to the screen shown in Figure 7-33, where you will enter the soldier's social security number. From this screen (Figure 7-33), you may execute any one of the options indicated in paragraph 7-4.

7-24. Transaction generation from the DA Form 2(A/B)

a. From the screen shown as Figure 7-5 (or TAPS menu screen 2), enter the two character code for SIDPERS data entry and press the Enter key. The screen shown as Figure 7-7 will appear. Enter the code for your processing mode, your originator code, your PPA code and enter a X after DA Form 2 (PQR) Update (Figure 7-51) and press the Enter key. Figure 7-52 will appear. Enter the SSN of the individual whose DA Form 2(A/B) you wish to edit and press Enter. Figure 7-34 will appear. Select the appropriate mnemonic for the section of the DA Form 2(A/B) you wish to edit and press Enter. The requested section will appear on the screen. Once you have come to the section of an individual's DA Form 2(A/B) you wish to edit, you may make any required changes as authorized to the data elements. Note that the cursor will only go to the data elements that you are allowed to change. unit clerks can only make changes to Sections II, and VI. Remember that if you are working on a DAS3 terminal, you must press the Home key to get the cursor to the top of the page before you can make any changes to the DA Form 2(A/B).

SIDPERS DATA ENTRY SYSTEM

THERE ARE THREE (3) PROCESSING MODES:

- 1) -- PEACETIME
- 2) -- MOBILIZATION
- 3) -- WARTIME

ENTER YOUR SELECTED PROCESSING MODE: 1

ENTER YOUR ORIGINATOR CODE: KM

ENTER YOUR PPA CODE: LL

ENTER AN X BY DATA ENTRY CHOICE: DA FORM 2 (PQR) UPDATE X TRANSACTION FORMAT -

TO RETURN TO MASTER MENU ENTER "CP" ON ACTION LINE. PRESS "ENTER" KEY.
TO SIGN OFF THE SYSTEM ENTER "SO" ON ACTION LINE. PRESS "ENTER" KEY.

ACTION: --

Figure 7-51. Example of the screen which shows you how to indicate that you wish to perform a PQR update (Transation Generation)

Figure 7-52. Example of the screen in PQR update, where you enter a soldier's SSN

b. When you have finished making your changes and are ready to create a transaction, press the Enter key to create that particular transaction. If more data is required to build a transaction from what you have already entered on the DA Form 2(A/B) screen, or from what is on the SPF, a transaction screen will appear with the requested information highlighted. Enter the requested data and press the Enter key. Once the edit process has been completed, the DA Form 2 menu screen reappears (Figure 7-34). If more changes are required, you may do one of the following:

(1) If you wish to change another section of the DA Form 2(A/B), on the same soldier, enter the appropriate mnemonic and press the Enter key. Note that the action line does not appear on the DA Form 2(A/B) screens; however, the cursor automatically goes to the lower left-hand corner and the ability to go to the DA Form 2 menu screen, go to the master menu screen, or to sign off the system (as indicated in paragraph 6-4) remains. This will bring you back to the screen shown in Figure 7-52 where you will enter the individual's social security number and press Enter. From Figure 7-52, you may also enter CF or SO on the action line as indicated in paragraph 7-4. Note that you may not enter CQ on the action line of any of the transaction generation screens (see paragraph 7-27).

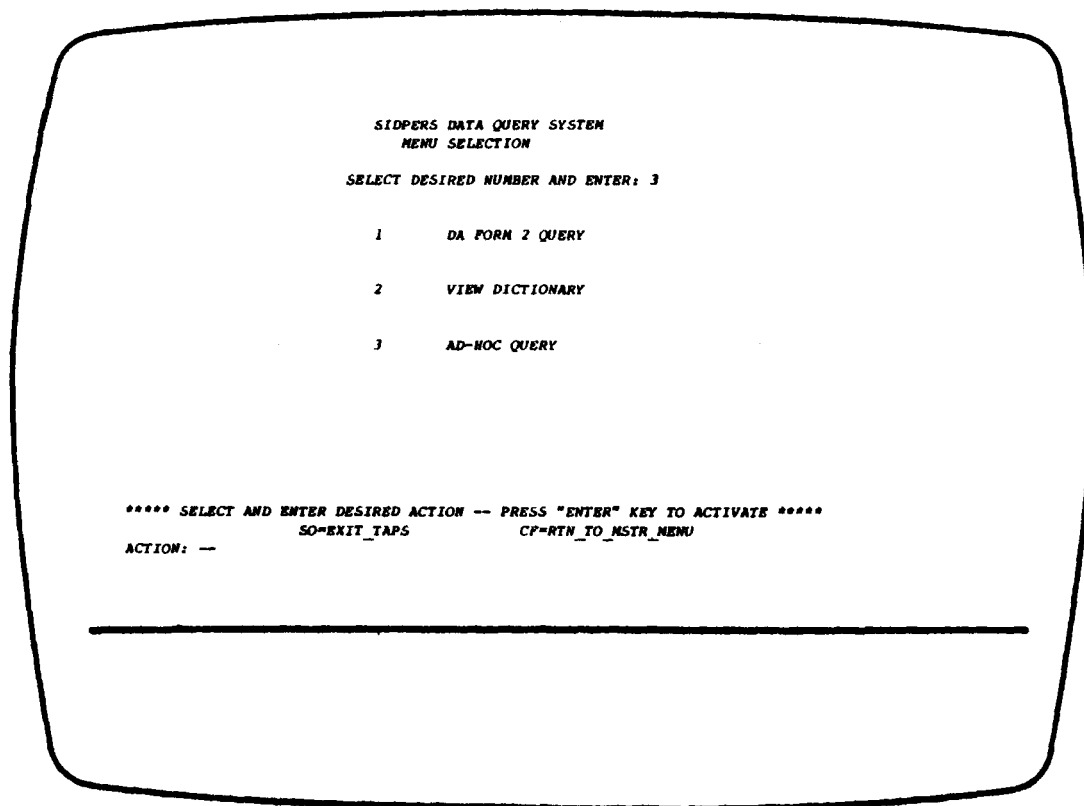
(2) Paragraph not used.

7-25. Basic ad hoc query

a. This query is to be used to obtain information, in roster format, from either the SIDPERS personnel file (SPF), the SIDPERS authorized strength file (SASF), the SIDPERS organization master file (SOMF), or the SIDPERS assignment instruction file (SAIF).

b. In order to perform the AD HOC query, you must first go to the master menu screen. Once there, enter the two character number that corresponds to SIDPERS query (fig 7-5) and press the Enter key. Figure 7-32 will appear. Enter the one character code for the action desired. (In this case you wish to perform an ad hoc query, so enter 3—fig 7-53.) Press enter and the screen at Figure 7-54 or 7-55 will appear. Enter the desired number which corresponds to the file that you wish to query (fig 7-56). You may do one of two things. You may also enter DD on the action line and press enter, or you may just press the Enter key. You also have the following options:

- (1) Enter CF on the action line to return to the master menu.
- (2) Enter CM on the action line to return to the query menu.
- (3) Enter SO on the action line to exit TAPS. key.



```
SIDPERS DATA QUERY SYSTEM
MENU SELECTION

SELECT DESIRED NUMBER AND ENTER: 3

1      DA FORM 2 QUERY
2      VIEW DICTIONARY
3      AD-HOC QUERY

***** SELECT AND ENTER DESIRED ACTION -- PRESS "ENTER" KEY TO ACTIVATE *****
SO=EXIT_TAPS      CF=RTN_TO_MSTR_MENU      CM=RTN_TO_QUERY_MENU
ACTION: --
```

Figure 7-53. Example which shows you where to enter the code for Ad-Hoc Query

```
SIDPERS DATA QUERY SYSTEM
AD-HOC QUERY
DEFINITION PHASE

ENTER DESIRED NUMBER AND PRESS "ENTER" KEY: -

1  QUERY SONF
2  QUERY SASF
3  QUERY SPF
4  QUERY SAIF

***** SELECT AND ENTER DESIRED ACTION -- PRESS "ENTER" KEY TO ACTIVATE *****
__=DEFINE_QUERY: DD=VIEW_DICTIONARY CF=RTN_TO_MSTR MENU: CN=RTN_TO_QUERY_MENU: SO=EXIT_TAPS:
ACTION: --
```

Figure 7-54. Example of the screen where you indicate the file that you wish to query in the *Peacetime* mode
Example of the screen where you indicate the file that you wish to query in the *Peacetime* modeF—Continued

```
SIDPERS DATA QUERY SYSTEM
AD-HOC QUERY
DEFINITION PHASE

ENTER DESIRED NUMBER AND PRESS "ENTER" KEY: -

1  QUERY SOME
2  QUERY SASF
3  QUERY SPF

***** SELECT AND ENTER DESIRED ACTION -- PRESS "ENTER" KEY TO ACTIVATE *****
_DEFINE_QUERY: DD=VIEW_DICTIONARY CF=RTN_TO_MSTR MENU: CM=RTN_TO_QUERY_MENU: SO=EXIT_TAPS:
ACTION: --
```

Figure 7-55. Example of the screen where you indicate the file that you wish to query in the *Wartime* mode
Example of the screen where you indicate the file that you wish to query in the *Wartime* modeF—Continued

SIDPERS DATA QUERY SYSTEM
AD-HOC QUERY
DEFINITION PHASE

ENTER DESIRED NUMBER AND PRESS "ENTER" KEY: 3

1 QUERY SOMF

2 QUERY SASF

3 QUERY SPF

4 QUERY SAIF

***** SELECT AND ENTER DESIRED ACTION -- PRESS "ENTER" KEY TO ACTIVATE *****

___-DEFINE_QUERY: DD=VIEW_DICTIONARY CF=RTN_TO_MSTR MENU: CH=RTN_TO_QUERY_MENU: SO=EXIT_TAPS:

ACTION: DD

Figure 7-56. Example of how you indicate the file you wish to query and also enter "D" on the Action Line

c. If you enter DD (fig 7-56) on the action line, this will allow you to view the data dictionary for the file that you have selected to query and use that dictionary to formulate your query. As a result of entering DD on the action line and pressing the Enter key, Figure 7-57 will appear. You have the option to either press the Enter key to continue viewing the data dictionary or scrolling through the dictionary to a particular page. To scroll through the dictionary of a given file, enter the number of pages you wish to move forward or backward after SCRN (top right-hand corner) and a + or - next to the page number (fig 7-58). Note that if you try to scroll forward beyond the last page of a given dictionary, an error message will appear as illustrated in figure 7-59. You also have the option of entering TF on the action line to terminate the data dictionary function. This will cause the AD HOC query screen to appear (fig 7-60).

```

SIDPERS DATA QUERY SYSTEM          SCRN: 01
DATA DICTIONARY SPF ELEMENTS      ENTER SCRN +/- SCROLL

DEFINE
ELEMENTS
TO QUERY  ELEMENT ABBREVIATION  ELEMENT DESCRIPTION
-----
AEA      ASSIGNMENT ELIGIBILITY & AVAILABILITY
AFSCONVS ACTIVE FEDERAL COMMISSIONED SERVICE
AFS      ACTIVE FEDERAL SERVICE
ASSI     ALTERNATE SPECIALTY SKILL IDENTIFIER
AFST     AREA CURRENT/LAST FOREIGN SERVICE TOUR
ALCT     AREA OF LAST COMBAT TOUR
ARRDATE1 ARRIVAL/STRENGTH DATE 1
ARRDATE2 ARRIVAL/STRENGTH DATE 2
ASI1     ADDITIONAL SKILL IDENTIFIER-1
ASI2     ADDITIONAL SKILL IDENTIFIER-2
ASI3     ADDITIONAL SKILL IDENTIFIER-3
ASI4     ADDITIONAL SKILL IDENTIFIER-4
ATTACHINDOUT ATTACHED INDICATOR
AMOLIND   ABSENT WITHOUT LEAVE REPORT INDICATOR
BASD     BASIC ACTIVE SERVICE DATE

***** SELECT AND ENTER DESIRED ACTION -- PRESS "ENTER" KEY TO ACTIVATE *****
TF=TERMINATE FUNCTION:      --VIEW_DD
ACTION: --

```

Figure 7-57. Example of the SPF Data Dictionary, Page 1

```

SIDPERS DATA QUERY SYSTEM          SCRN: 05+
DATA DICTIONARY SPF ELEMENTS      ENTER SCRN +/- SCROLL

DEFINE
ELEMENTS
TO QUERY  ELEMENT ABBREVIATION  ELEMENT DESCRIPTION
-----
_____ AEA                     ASSIGNMENT ELIGIBILITY & AVAILABILITY
_____ AFSCMSVS                 ACTIVE FEDERAL COMMISSIONED SERVICE
_____ AFS                     ACTIVE FEDERAL SERVICE
_____ ASSI                     ALTERNATE SPECIALTY SKILL IDENTIFIER
_____ AFST                     AREA CURRENT/LAST FOREIGN SERVICE TOUR
_____ ALCT                     AREA OF LAST COMBAT TOUR
_____ ARRDATE1                 ARRIVAL/STRENGTH DATE 1
_____ ARRDATE2                 ARRIVAL/STRENGTH DATE 2
_____ ASI1                     ADDITIONAL SKILL IDENTIFIER-1
_____ ASI2                     ADDITIONAL SKILL IDENTIFIER-2
_____ ASI3                     ADDITIONAL SKILL IDENTIFIER-3
_____ ASI4                     ADDITIONAL SKILL IDENTIFIER-4
_____ ATTACHINDOUT             ATTACHED INDICATOR
_____ AWOLIND                 ABSENT WITHOUT LEAVE REPORT INDICATOR
_____ BASD                     BASIC ACTIVE SERVICE DATE

***** SELECT AND ENTER DESIRED ACTION -- PRESS "ENTER" KEY TO ACTIVATE *****
          TP=TERMINATE FUNCTION:          _=VIEW_DD
ACTION: --

```

Figure 7-58. Example of how you scroll through the Data Dictionary

SIDPERS DATA QUERY SYSTEM		SCRN: 11
DATA DICTIONARY SPF ELEMENTS		ENTER SCRN +/- SCROLL
DEFINE ELEMENTS TO QUERY	ELEMENT ABBREVIATION	ELEMENT DESCRIPTION
	YRVERFSMOS	YR VERIFIED/RETAINED SECONDARY MOS

AACDQ ERROR: END OF DICTIONARY-SELECT APPROPRIATE SCROLL OR ACTION
 ***** SELECT AND ENTER DESIRED ACTION -- PRESS "ENTER" KEY TO ACTIVATE *****
 IF=TERMINATE FUNCTION: *VIEW_DD
 ACTION: --

Figure 7-59. Example of the error message that you will see if you try to scroll beyond the last page of the Data Dictionary

SIDPERS DATA QUERY SYSTEM
AD-HOC QUERY DEFINITION

SIDPERS SPF FILE

SECTION A
DEFINE AD-HOC QUERY SELECTION ELEMENTS AND RANGES

DATA ELEMENTS	LGN	FROM RANGE	TO RANGE
1. _____	_____	1. _____	1. _____
2. _____	_____	2. _____	2. _____
3. _____	_____	3. _____	3. _____

SECTION B - DEFINE PRIMARY/SECONDARY ORDER OF DISPLAY
P. _____ S. _____

SECTION C - DEFINE AD-HOC QUERY DISPLAY ELEMENTS.

1 _____	2 _____	3 _____
4 _____	5 _____	6 _____
7 _____		

***** SELECT AND ENTER DESIRED ACTION -- PRESS "ENTER" KEY TO ACTIVATE *****
 _=EXEC_QUERY;DD=VIEW_DD;SO=EXIT TAPS;CF=RTN_TO_MSTR_MENU;CM=RTN_TO_QUERY_MENU
 ACTION: _

Figure 7-60. Example of the AD-Hoc Query Screen

d. In order to use the data dictionary to formulate a query, type A1 next to the data element you want to appear in section A, item 1, of the AD HOC query section (fig 7-60). Type A2 next to the data element that you want to appear in section A, item 2, of the AD HOC screen and so on until you have identified all the items pertaining to your query. (Figs 7-61 through 7-68 show examples of how you would formulate an AD HOC query from the SPF data dictionary.) Note that = VIEW...DD which appears on the data dictionary screens means to continue viewing the data dictionary, press the Enter key. When you have finished formulating your query, enter TF on the action line and press the Enter key. Figure 7-69 will appear. Enter data in the From and To Range area of section A (see fig 7-70 for an example). After entering the data, check to see that your query is formulated correctly and then press the Enter key to execute your query. Remember that if you want a copy of your query, on ASIMS, you must press the Print key before you press Enter. On DAS3, you do not have the print capability.


```

SIDPERS DATA QUERY SYSTEM          SCRN: 01
DATA DICTIONARY SPF ELEMENTS      ENTER SCRN 7/- SCHOLL

DEFINE ELEMENTS TO QUERY
ELEMENT ABBREVIATION  ELEMENT DESCRIPTION
-----
AEA                   ASSIGNMENT ELIGIBILITY & AVAILABILITY
AFSCOMSVS             ACTIVE FEDERAL COMMISSIONED SERVICE
AFS                   ACTIVE FEDERAL SERVICE
ASSI                  ALTERNATE SPECIALTY SKILL IDENTIFIER
AFST                  AREA CURRENT/LAST FOREIGN SERVICE TOUR
AFSV                  ACTIVE FEDERAL SERVICE VERIFICATION CODE
ALCT                  AREA OF LAST COMBAT TOUR
ARRDATE1              ARRIVAL/STRENGTH DATE 1
ARRDATE2              ARRIVAL/STRENGTH DATE 2
AS11                  ADDITIONAL SKILL IDENTIFIER-1
AS12                  ADDITIONAL SKILL IDENTIFIER-2
AS13                  ADDITIONAL SKILL IDENTIFIER-3
AS14                  ADDITIONAL SKILL IDENTIFIER-4
ATTACHINXOUT          ATTACHED INDICATOR
AMOLIND               ABSENT WITHOUT LEAVE REPORT INDICATOR

***** SELECT AND ENTER DESIRED ACTION --- PRESS "ENTER" KEY TO ACTIVATE *****
TF=TERMINATE FUNCTION:      ^VIEW DD
ACTION: ---

```

Figure 7-61. Example of how you formulate an ad-hoc-query using the data dictionary

```

STDPERS DATA QUERY SYSTEM          SCRN: 02
DATA DICTIONARY SPY ELEMENTS      ENTER SCRN +/- SCROLL

DEFINE
ELEMENTS
TO QUERY

ELEMENT ABBREVIATION  ELEMENT DESCRIPTION
-----
BSD                   BASIC ACTIVE SERVICE DATE
BASICBR               BASIC BRANCH
CITZ                  CITIZENSHIP STATUS
CIVEDUCLEVL           CIVILIAN EDUCATION LEVEL
CTRBR                CONTROL BRANCH
CTRMLCS               CONTROL MILITARY OCCUPATIONAL SPECIALTY
CTRSPCX               CONTROL SPECIALTY
CONUSAREAPREF         CONUS AREA OF PREFERENCE
CURRPROMPTSVRMO       CURRENT PROMOTION POINTS YR & MO
DAST                  DUTY ADDITIONAL SKILL IDENTIFIER
DATEPSECINVSUMPI      DATE PERSONNEL SECURITY INVEST COMPLETED
DATEPSECINVSINIT      DATE PERSONNEL SECURITY INVEST INIT
DATEPTFUS             DATE OF TYPE TRANSACTION-PERSONNEL
DATEPTFTRANPRESTR     DATE TYPE TRANS MOST RECENT STRENGTH
DATEPTI               DEPARTURE DATE 1

***** SELECT AND ENTER DESIRED ACTION -- PRESS "ENTER" KEY TO ACTIVATE *****
IF/TERMINATE FUNCTION:  __VIEW__
ACTION:  --

```

Figure 7-61.1. Example of how you formulate an ad hoc query using the data dictionary—Continued

SIDMERS DATA QUERY SYSTEM		SCNN: 03
DATA DICTIONARY SPC ELEMENTS		ENTER SCNN +/- SCROLL
DEFINE ELEMENTS TO QNR	ELEMENT ABBREVIATION	ELEMENT DESCRIPTION
_____	DDATE2	DEPARTURE DATE 2
_____	DEPTDETMPSSTAT	DEPT DETERMINED PERS SECURITY STATUS
_____	DEROS	DATE ELIGIBLE TO RETURN FROM OVERSEAS
_____	DLOS	ANTICIPATED DATE OF LOSS
_____	DMOS	DUTY MILITARY OCCUPATIONAL SPECIALTY
_____	DOB	DATE OF BIRTH
_____	DDCOMPADHOUSE	DDO COMPONENT OF ACTIVE DUTY HOUSE
<u>A3B1C5</u>	DOR	DATE OF RANK
_____	DROS	DATE RETURN FROM OVERSEAS
_____	DSEP	DELAY IN SEPARATION CODE
_____	DYESQTADMIN1	DATE SQT ADMINISTERED 1
_____	DYESQTADMIN2	DATE SQT ADMINISTERED 2
_____	DUALSVCOMP	DUAL SERVICE COMPONENT STATUS
_____	DUALSVCOMPGR	DUAL SERVICE COMPONENT GRADE AND CODE
_____	DALIC	DUTY LANGUAGE IDENTITY CODE

***** SELECT AND ENTER DESIRED ACTION --- PRESS "ENTER" KEY TO ACTIVATE *****

IF=TERMINATE FUNCTION: ---=VIEW_ID

ACTION: ---

Figure 7-62. Example of how you formulate an ad hoc query using the data dictionary—Continued

```

SIDPERS DATA QUERY SYSTEM          SCR#: 04_
DATA DICTIONARY SPF ELEMENTS      ENTER SCR# +/- SCROLL

DEFINE ELEMENTS TO QUERY
ELEMENT ABBREVIATION  ELEMENT DESCRIPTION
-----
DYPRISPCD             DUTY PRIMARY SPECIALTY CODE
DYSECSPCD             DUTY SECONDARY SPECIALTY CODE
DYSI                  DUTY SKILL IDENTIFIER
DYSTATUS              DUTY STATUS
EER/SEER              EER/SEER VERIFICATION CODE
EFFDATEDYSTATUS       EFFECTIVE DATE OF DUTY STATUS
EFFDATEPAYGR          EFFECTIVE DATE OF PAY GRADE
EGD                   ETHNIC GROUP DESIGNATOR
ELIGIMMEDENLRFENI     ELIGIBILITY IMMEDIATE ENLISTMENT / REUP
ENLPROMIND            ENLISTED PROMOTION INDICATOR
ENLREENBONUSIND       ENLISTMENT / REENLISTMENT BONUS INDICATOR
ESA                   EXPIRATION SERVICE AGREEMENT
ETS                   EXPIRATION TERM OF SERVICE
FHAIELIG              FHA INSURANCE ELIGIBILITY CERTIFICATE
FIRSTLANGID           FIRST LANGUAGE IDENTITY

***** SELECT AND ENTER DESIRED ACTION --- PRESS "ENTER" KEY TO ACTIVATE *****
TF = TERMINATE FUNCTION:    ___ = VIEW_DD
ACTION: --

```

Figure 7-63. Example of how you formulate an ad hoc query using the data dictionary—Continued

```

SIDPERS DATA QUERY SYSTEM          SCRIN: 05_
DATA DICTIONARY SPF ELEMENTS        ENTER SCRIN +/- SCROLL

DEFINE
ELEMENTS
TO QUERY

ELEMENT ABBREVIATION  ELEMENT DESCRIPTION
-----
FLAG1CODE             FLAG 1 SUSPENSION FAVORABLE PERS ACTIONS
FLAG2CODE             FLAG 2 SUSPENSION FAVORABLE PERS ACTIONS
FLAG1DATE             FLAG 1 DTE SUSPENSION FAVORABLE PERS ACT
FLAG2DATE             FLAG 2 DTE SUSPENSION FAVORABLE PERS ACT
FLDDETPSSTAT         FIELD DETERMINED PERSONNEL SECURITY STAT
GR                    GRADE
GRCODE               GRADE CODE
GRHOWACQCODE         GRADE HOW ACQUIRED CODE
GTAS                 GENERAL TECHNICAL APTITUDE SCORE
IPAY1                INCENTIVE PAY 1
IPAY2                INCENTIVE PAY 2
MARTLSTATS           MARTIAL STATUS
MDC1                 MOVEMENT DESIGNATOR CODE 1
MDC2                 MOVEMENT DESIGNATOR CODE 2
MILEDUCLVL           MILITARY EDUCATION LEVEL

***** SELECT AND ENTER DESIRED ACTION  —  PRESS "ENTER" KEY TO ACTIVATE  *****
TF = TERMINATE FUNCTION:      ___ = VIEW_DD

ACTION: --

```

Figure 7-64. Example of how you formulate an ad hoc query using the data dictionary—Continued

```

SIDPERS DATA QUERY SYSTEM          SCRIN: 06_
DATA DICTIONARY SPF ELEMENTS        ENTER SCRIN +/- SCROLL

DEFINE                               ELEMENT ABBREVIATION  ELEMENT DESCRIPTION
ELEMENTS                             _____
TO QUERY                             _____

____ MOSRECSTRTT          MOST RECENT STRENGTH TYPE TRANSACTION
____ MPC                  MILITARY PERSONNEL CLASS
____ MPCADSPOUSE          MPC OF ACTIVE DUTY SPOUSE
____ NAME                 NAME, INDIVIDUAL
R2C1 NCOACADGRAD          NCO ACADEMY GRADUATE
____ NOACMPNCSDEPPCS      NUM ACCOMPANYING SPONSORED DEP PCS
____ NOACMPNCSDEPPCS      NUM ACCOMPANYING NON-SPONSORED DEP PCS
____ NODAYSLV1            NUMBER DAYS LEAVE 1
____ NODAYSLV2            NUMBER DAYS LEAVE 2
____ NODAYSTDY1           NUMBER DAYS TEMPORARY DUTY 1
____ NODAYSTDY2           NUMBER DAYS TEMPORARY DUTY 2
____ NODEPN              NUMBER OF DEPENDENTS
____ OSEASASOPREF1        OVERSEAS ASSIGNMENT PREFERENCE 1
____ OSEASASOPREF2        OVERSEAS ASSIGNMENT PREFERENCE 2
____ OSEASASOPREF3        OVERSEAS ASSIGNMENT PREFERENCE 3

***** SELECT AND ENTER DESIRED ACTION  --- PRESS "ENTER" KEY TO ACTIVATE *****
TF = TERMINATE FUNCTION:  --- = VIEW_DD
ACTION:  --

```

Figure 7-65. Example of how you formulate an ad hoc query using the data dictionary—Continued

```

SIDPERS DATA QUERY SYSTEM          SCRIN: 07_
DATA DICTIONARY SPF ELEMENTS      ENTER SCRIN +/- SCROLL

DEFINE
ELEMENTS
TO QUERY

ELEMENT ABBREVIATION  ELEMENT DESCRIPTION
-----
PASI                  PRIMARY ADDITIONAL SKILL IDENTIFIER
C7                    PAY ENTRY BASIC DATE
PEBD                  PERCENTILE STANDING
PERCEN                PERMANENT DATE OF RANK
PERMDOR               PERMANENT GRADE
PERMGRADE              PERMANENT GRADE CODE
PERMGRCOD              PHYSICAL CATEGORY CODE
PHYSCATCODE            PRIMARY MILITARY OCCUPATIONAL SPECIALTY
PMOS                   POSITION NUMBER 1
POSNO1                POSITION NUMBER 2
POSNO2                POTENTIAL GAINING UPC 1
POTGAINUPC1            POTENTIAL GAINING UPC 2
POTGAINUPC2            PROGRAM PROCUREMENT NUMBER
PPN                   PREVIOUS PROMOTION POINTS YR & MO
PREVPROMPTS YRMO      PRIVACY ACT DISPUTED RECORD
PRIVACTDISPREC

***** SELECT AND ENTER DESIRED ACTION  —  PRESS "ENTER" KEY TO ACTIVATE  *****
TF = TERMINATE FUNCTION:      _ = VIEW_DD
ACTION: --

```

Figure 7-66. Example of how you formulate an ad hoc query using the data dictionary—Continued

```

SIDPERS DATA QUERY SYSTEM          SCR#: 08_
DATA DICTIONARY SPF ELEMENTS        ENTER SCR# +/- SCROLL

DEFINE                               ELEMENT DESCRIPTION
ELEMENTS                             -----
TO QUERY                             -----
-----                             -----
PROMBAR2/3                          PROMOTION BAR TO PV2/PFC
PROMIND                             PROMOTION INDICATOR
PROMMOS                             PRIMARY MILITARY OCCUPATIONAL SPEC
PROMPTSCURR                         PROMOTION POINTS CURRENT
PROMPTSPREV                         PROMOTION POINTS PREVIOUS
PRPASGSTAT                         PERS RELIABILITY PROG ASSIGNMENT STATUS
PREWGTCONTROGDATE                  PREVIOUS WEIGHT CONTROL PROGRAM DATE
PSINVESCOMPL                       PERS SECURITY INVESTIGATION COMPLETED
PSINVESINIT                        PERSONNEL SECURITY INVESTIGATION INIT
PSSI                              PRIMARY SPECIALTY SKILL IDENTIFIER
PULHES                             PHYSICAL PROFILE
RACE                              POPULATION GROUP
REGAFFIL                           REGIMENTAL AFFILIATION
REGAFFILBR                         REGIMENTAL AFFILIATION BRANCH
REGAFFILNO                         REGIMENTAL AFFILIATION NUMBER

***** SELECT AND ENTER DESIRED ACTION  --- PRESS "ENTER" KEY TO ACTIVATE *****
TF = TERMINATE FUNCTION:                ___ = VIEW_DD
ACTION: --

```

Figure 7-66.1. Example of how you formulate an ad hoc query using the data dictionary—Continued


```

SIDPERS DATA QUERY SYSTEM          SCRIN: 09_
DATA DICTIONARY SPF ELEMENTS        ENTER SCRIN +/- SCROLL

DEFINE
ELEMENTS
TO QUERY

ELEMENT ABBREVIATION  ELEMENT DESCRIPTION
-----
REGHOMEBASE           REGIMENTAL HOME BASE
RELDENOM              RELIGIOUS DENOMINATION
REPTDATE1             REPORT DATE 1
REPTDATE2             REPORT DATE 2
RSC                   RECORD STATUS CODE
SASI                  SECONDARY ADDITIONAL SKILL IDENTIFIER
SDAP                  SPECIAL DUTY ASSIGNMENT PAY
SECONDLANGID          SECOND LANGUAGE IDENTITY
SEX                   SEX, INDIVIDUAL
SMOS                  SECONDARY MILITARY OCCUPATIONAL SPEC
SPD                   SEPARATION PROGRAM DESIGNATOR
SPAY1                 SPECIAL PAY 1
SPAY2                 SPECIAL PAY 2
SQT CODE              SQT CODE
SQTDESIG              SQT DESIGNATOR

***** SELECT AND ENTER DESIRED ACTION  —  PRESS "ENTER" KEY TO ACTIVATE  *****
TF = TERMINATE FUNCTION:      ___ = VIEW_DD
ACTION: --

```

Figure 7-67. Example of how you formulate an ad hoc query using the data dictionary—Continued

```

SIDPERS DATA QUERY SYSTEM          SCR#: 10_
DATA DICTIONARY SPF ELEMENTS      ENTER SCR# +/- SCROLL

DEFINE ELEMENTS TO QUERY
ELEMENT ABBREVIATION  ELEMENT DESCRIPTION
-----
SQTSCORE              SQT SCORE
SSN                   SOCIAL SECURITY NUMBER
SSNMILSPOUSE          SSN, MILITARY SPOUSE OF A SERVICE MEMBER
SVCAGR                SERVICE AGREEMENT
SVCCOMP               SERVICE COMPONENT
TRMOFSVE              TERM OF SERVICE
TYPETRANPERS          TYPE OF TRANSACTION-PERSONNEL
ULTGAINUPC             ULTIMATE GAINING UPC
UPC1                   UNIT PROCESSING CODE 1
UPC2                   UNIT PROCESSING CODE 2
VRBDATE               VARIABLE REENLISTMENT BONUS DATE
VRBMOS                VARIABLE REENLISTMENT BONUS MOS
VSSSN                 VERIF STATUS OF SOCIAL SECURITY NUMBER
WEIGHTCTRFLAG1         WEIGHT CONTROL FLAG 1
WEIGHTCTRFLAG2         WEIGHT CONTROL FLAG 2

***** SELECT AND ENTER DESIRED ACTION --- PRESS "ENTER" KEY TO ACTIVATE *****
TF = TERMINATE FUNCTION:      ___ = VIEW_DD
ACTION: --

```

Figure 7-68. Example of how you formulate an ad hoc query using the data dictionary—Continued

```

                                SIDPERS DATA QUERY SYSTEM          SCR#: 11_
                                DATA DICTIONARY SPF ELEMENTS      ENTER SCR# +/- SCROLL

DEFINE
ELEMENTS
TO QUERY
ELEMENT ABBREVIATION      ELEMENT DESCRIPTION
-----
YRMOCOMPLLASTCBBTUR      YR & MO COMPLETED LAST COMBAT TOUR
YRMOELIGAARM             YR & MO ELIG ARMED FORCES RESERVE MEDAL
YRMOER                   YR & MO EFFICIENCY REPORT SUSPENSE
YRMOGCSUSP               YR & MO GOOD CONDUCT MEDAL SUSPENSE
YRMOHIVSCRNTESTLASTADMIN YR & MO HUMAN IMMUNODEFICIENCY VIRUS
                           LAST ADMINISTERED
YRMOISTPCS               YR & MO LAST PERMANENT CHANGE OF STATION
YRMOFOTOSUSP             YR & MO OF PHOTOGRAPH SUSPENSE
YRMOFOTERMFAEA           YR & MO TERMINATION OF AEA
YRMOFOTERMFAEA           YR & MO COMPLETION OF OUT

```

```

***** SELECT AND ENTER DESIRED ACTION — PRESS "ENTER" KEY TO ACTIVATE *****
                                TF = TERMINATE FUNCTION:      ___ = VIEW_DD
ACTION: --

```

Figure 7-68.1. Example of how you formulate an ad hoc query using the data dictionary—Continued

SIDPERS DATA QUERY SYSTEM
AD-HOC QUERY DEFINITION

SIDPERS SPF FILE

SECTION A
DEFINE AD-HOC QUERY SELECTION ELEMENTS AND RANGES

DATA ELEMENTS	LGN	FROM RANGE	TO RANGE
1. <u>UPCI</u>	<u>---</u>	1. <u>---</u>	1. <u>---</u>
2. <u>GR</u>	<u>---</u>	2. <u>---</u>	2. <u>---</u>
3. <u>DOR</u>	<u>---</u>	3. <u>---</u>	3. <u>---</u>

SECTION B - DEFINE PRIMARY/SECONDARY ORDER OF DISPLAY
P. DOR S. NAME

SECTION C - DEFINE AD-HOC QUERY DISPLAY ELEMENTS.

1 <u>NAME</u>	2 <u>SSN</u>	3 <u>GR</u>
4 <u>PMOS</u>	5 <u>DOR</u>	6 <u>BASD</u>
7 <u>PEBD</u>		

***** SELECT AND ENTER DESIRED ACTION -- PRESS "ENTER" KEY TO ACTIVATE *****
 --EXEC_QUERY;DD=VIEW_DD;SO=EXIT TAPS;CF=RTN_TO_MSTR_MENU;CH=RTN_TO_QUERY_MENU
 ACTION: ---

Figure 7-69. Example of the screen that will appear once you have formulated your query using the data dictionary

SIDPERS DATA QUERY SYSTEM
AD-HOC QUERY DEFINITION

SIDPERS SPF FILE

SECTION A
DEFINE AD-HOC QUERY SELECTION ELEMENTS AND RANGES

DATA ELEMENTS	LGN	FROM RANGE	TO RANGE
1. UPCI		1. 2MS02	1. 2MS02
2. GR		2. SP4	2. CPL
3. DOR		3. #30701	3. #40630

SECTION B - DEFINE PRIMARY/SECONDARY ORDER OF DISPLAY
P. DOR S. NAME

SECTION C - DEFINE AD-HOC QUERY DISPLAY ELEMENTS.

1 NAME	2 SSN	3 GR
4 PMOS	5 DOR	6 BASD
7 PEBD		

***** SELECT AND ENTER DESIRED ACTION -- PRESS "ENTER" KEY TO ACTIVATE *****
 _EXBC QUERY;DD=VIEW_DD;SO=EXIT TAPS;CF=RTN_TO_MSTR_MENU;CM=RTN_TO_QUERY_MENU
 ACTION: _

Figure 7-70. Example which shows where to enter the data in the from and to range areas

e. If you just press Enter without entering DD on the action line of the screen shown as figure 7-54 or 7-55, the system will take you to the AD HOC query screen (fig 7-60). The cursor will then be on the action line. Move the cursor to item 1 under the field entitled Data Elements by pressing the tab key. In this field, you will choose from 1 to 3 data elements for which you desire the system to search. In the data dictionary those elements that have an "I" next to them in the column labeled DEI are indexed. When formulating an AD HOC query, one of those data elements must appear in section A of the query. If you do not have an indexed data element in section A, you will receive an error message. No constraints exist for sections B and C. To identify indexed data elements, use the view data dictionary option. In our example used below, the first data element chosen is UPCI (see fig 7-71). You do not have to type in the length of the data element. A value will appear in the column LGN only if the data element you enter does not pass the edit criteria as listed in the data dictionary for that particular file.

SIDPERS DATA QUERY SYSTEM
AD-HOC QUERY DEFINITION

SIDPERS SPF FILE

SECTION A
DEFINE AD-HOC QUERY SELECTION ELEMENTS AND RANGES

DATA ELEMENTS	LGN	FROM RANGE	TO RANGE
1. <u>UPC!</u>	<u>---</u>	1. <u>---</u>	1. <u>---</u>
2. <u>---</u>	<u>---</u>	2. <u>---</u>	2. <u>---</u>
3. <u>---</u>	<u>---</u>	3. <u>---</u>	3. <u>---</u>

SECTION B - DEFINE PRIMARY/SECONDARY ORDER OF DISPLAY
P. --- S. ---

SECTION C - DEFINE AD-HOC QUERY DISPLAY ELEMENTS.

1 <u>---</u>	2 <u>---</u>	3 <u>---</u>
4 <u>---</u>	5 <u>---</u>	6 <u>---</u>
7 <u>---</u>		

***** SELECT AND ENTER DESIRED ACTION -- PRESS "ENTER" KEY TO ACTIVATE *****
--- EXBC_QUERY;DD=VIEW_DD;SO=EXIT TAPS;CF=RTN_TO_MSTR_MENU;CM=RTN_TO_QUERY_MENU
ACTION: ---

Figure 7-71. Example of the first data element chosen in an ad-hoc query

f. As a further explanation of the AD HOC query, let us use the scenario that a company commander within your battalion desires to know which E4s within his unit, have a date of rank (DOR) between 1 July 1983 and 30 June 1984. The following data explains how this query would be prepared.

(1) The first data element the system would be required to search for would be company commander's unit and his unit only. Therefore, you would enter UPC! and press the Tab key which would cause the cursor to move to the right, under the field entitled From Range. Enter the UPC of the unit whose data base you want to query and press the Tab key. The cursor will be under the field entitled To Range. The system will automatically enter the UPC of the unit entered in the From Range. You will enter a UPC only if your query is to look at more than one unit. Press the Tab key. By entering the same UPC in both From and To range, you are informing the system that you want to look at that unit and only that unit (see fig 7-72).

SIDPERS DATA QUERY SYSTEM
AD-HOC QUERY DEFINITION

SIDPERS SPF FILE

SECTION A
DEFINE AD-HOC QUERY SELECTION ELEMENTS AND RANGES

DATA ELEMENTS	LGN	FROM RANGE	TO RANGE
1. <u>UPC1</u>		1. <u>2MS02</u>	1. <u>2MS02</u>
2. _____		2. _____	2. _____
3. _____		3. _____	3. _____

SECTION B - DEFINE PRIMARY/SECONDARY ORDER OF DISPLAY
P. _____ S. _____

SECTION C - DEFINE AD-HOC QUERY DISPLAY ELEMENTS.

1 _____	2 _____	3 _____
4 _____	5 _____	6 _____
7 _____		

***** SELECT AND ENTER DESIRED ACTION -- PRESS "ENTER" KEY TO ACTIVATE *****
 _EXEC_QUERY;DD=VIEW_DD;SO=EXIT TAFS;CF=RTN_TO_MSIR_MENU;CN=RTN_TO_QUERY_MENU
 ACTION: _

Figure 7-72. Example which shows the from and to range of the first data element in your query

(2) Now that you have identified the unit to be queried, the next logical data element you need to search for would be the grade. Therefore, enter GR. Once this has been done, press the Tab key and the cursor will move to the From Range. In this field, you will enter SP4, then press the Tab key which will move the cursor to the To Range and enter CPL (see fig 7-73). In order to get to the next data field, press the Tab key. If you were to enter only SP4, the system would skip over CPLs; therefore, not giving you accurate/complete data as requested by your commander.

SIDPERS DATA QUERY SYSTEM
AD-HOC QUERY DEFINITION

SIDPERS SPF FILE

SECTION A
DEFINE AD-HOC QUERY SELECTION ELEMENTS AND RANGES

DATA ELEMENTS	LGN	FROM RANGE	TO RANGE
1. <u>UPC1</u>	<u>---</u>	1. <u>2MS02</u>	1. <u>2MS02</u>
2. <u>GR</u>	<u>---</u>	2. <u>SP4</u>	2. <u>CPL</u>
3. <u>---</u>	<u>---</u>	3. <u>---</u>	3. <u>---</u>

SECTION B - DEFINE PRIMARY/SECONDARY ORDER OF DISPLAY

P. --- S. ---

SECTION C - DEFINE AD-HOC QUERY DISPLAY ELEMENTS.

1 <u>---</u>	2 <u>---</u>	3 <u>---</u>
4 <u>---</u>	5 <u>---</u>	6 <u>---</u>
7 <u>---</u>		

***** SELECT AND ENTER DESIRED ACTION -- PRESS "ENTER" KEY TO ACTIVATE *****

__EXEC_QUERY;DD=VIEW_DD;SO=EXIT TAPS;CF=RTN_TO_MSTR_MENU;CH=RTN_TO_QUERY_MENU

ACTION: ---

Figure 7-73. Example which shows the second data element in your query with data in the from and to ranges

(3) At this point, you are telling the system to search for your unit and all of the E4s within your unit. In order to complete the report, the last data element which needs to be researched will be the date of rank (DOR). In our example, we desire to look at personnel with a DOR between a certain time frame, such as 1 July 1983 to 30 June 1984. Therefore, you would then enter 830701 in the From Range and 840630 in the To Range (Figure 7-74). This will give you a list of personnel who have a DOR between said dates only. With the 3 data elements requested, the system will search for all E4s within your unit who have a DOR of between 1 July 1983 and 30 June 1984.

SIDPERS DATA QUERY SYSTEM
AD-HOC QUERY DEFINITION

SIDPERS SPF FILE

SECTION A
DEFINE AD-HOC QUERY SELECTION ELEMENTS AND RANGES

DATA ELEMENTS	LGN	FROM RANGE	TO RANGE
1. <u>UPC1</u>	<u>---</u>	1. <u>2MS02</u>	1. <u>2MS02</u>
2. <u>GR</u>	<u>---</u>	2. <u>SP4</u>	2. <u>CPL</u>
3. <u>DOR</u>	<u>---</u>	3. <u>#30701</u>	3. <u>#40630</u>

SECTION B - DEFINE PRIMARY/SECONDARY ORDER OF DISPLAY

P. --- S. ---

SECTION C - DEFINE AD-HOC QUERY DISPLAY ELEMENTS.

1 <u>---</u>	2 <u>---</u>	3 <u>---</u>
4 <u>---</u>	5 <u>---</u>	6 <u>---</u>
7 <u>---</u>		

***** SELECT AND ENTER DESIRED ACTION -- PRESS "ENTER" KEY TO ACTIVATE *****

EXEC_QUERY;DD=VIEW_DD;SO=EXIT TAPS;CF=RTN_TO_MSTR_MENU;CH=RTN_TO_QUERY_MENU

ACTION: ---

Figure 7-74. Example which shows the third data element in your query with data in the from and to ranges

(4) In the field entitled Define Primary/Secondary Order of Display, you enter your desired logical sequence. In our example, the commander would like the roster to be in DOR sequence and alphabetically within DOR. Hence, you entered DOR for Primary and Name for the Secondary sort sequence (fig 7-75). At this point, you will press the Tab key. Note that you must enter a value in item 1 of Section A, B, and C of figure 7-60 for a valid query.

SIDPERS DATA QUERY SYSTEM
AD-HOC QUERY DEFINITION

SIDPERS SPF FILE

SECTION A
DEFINE AD-HOC QUERY SELECTION ELEMENTS AND RANGES

DATA ELEMENTS	LGN	FROM RANGE	TO RANGE
1. <u>UPC1</u>	<u>---</u>	1. <u>2MS02</u>	1. <u>2MS02</u>
2. <u>GR</u>	<u>---</u>	2. <u>SP4</u>	2. <u>CPL</u>
3. <u>DOR</u>	<u>---</u>	3. <u>830701</u>	3. <u>840630</u>

SECTION B - DEFINE PRIMARY/SECONDARY ORDER OF DISPLAY
P. DOR S. NAME

SECTION C - DEFINE AD-HOC QUERY DISPLAY ELEMENTS.

1 <u>---</u>	2 <u>---</u>	3 <u>---</u>
4 <u>---</u>	5 <u>---</u>	6 <u>---</u>
7 <u>---</u>		

***** SELECT AND ENTER DESIRED ACTION -- PRESS "ENTER" KEY TO ACTIVATE *****
 _=EXEC_QUERY;DD=VIEW_DD;SO=EXIT TAPS;CF=RTN_TO_MSTR_MENU;CM=RTN_TO_QUERY_MENU
 ACTION: ---

Figure 7-75. Example which shows the sort data of your query

(5) The field entitled Define AD HOC Query Display Elements is self explanatory. In this particular case you want the report to display the following:

NAME SSN GR PMOS
DOR BSD PEBD

Therefore, you will enter (pressing the tab key after each entry) in item 1—Name, 2—SSN, 3—GR, 4—PMOS, 5—DOR, 6—BARD, 7—PEBD, (see fig 7-76). Upon completing this field (no matter where you complete it, item 1 through 7), you have the following options:

- (a) If you desire to execute your query, press the Enter key. Remember that if you want a copy of your query, on ASIMS, you must press the Print key before you press Enter. On DAS3, you do not have the print capability.
- (b) If you desire to view the data dictionary, enter DD on the action line and press the Enter key (see paragraph 7-26).
- (c) If you desire to sign off the system, enter SO on the action line and press the Enter key (see paragraph 7-4).
- (d) If you desire to return to the master menu, enter CF on the action line and press the Enter key (see paragraph 7-4).
- (e) If you desire to return to the query menu, enter QM on the action line and press the Enter key.

SIDPERS DATA QUERY SYSTEM
AD-HOC QUERY DEFINITION

SIDPERS SPF FILE

SECTION A
DEFINE AD-HOC QUERY SELECTION ELEMENTS AND RANGES

DATA ELEMENTS	LGN	FROM RANGE	TO RANGE
1. <u>UPCI</u>	---	1. <u>2MS02</u>	1. <u>2MS02</u>
2. <u>GR</u>	---	2. <u>SP4</u>	2. <u>CPL</u>
3. <u>DOR</u>	---	3. <u>830701</u>	3. <u>840630</u>

SECTION B - DEFINE PRIMARY/SECONDARY ORDER OF DISPLAY
P. DOR S. NAME

SECTION C - DEFINE AD-HOC QUERY DISPLAY ELEMENTS.

1. <u>NAME</u>	2. <u>SSN</u>	3. <u>GR</u>
4. <u>PHOS</u>	5. <u>DOR</u>	6. <u>BASE</u>
7. <u>PEND</u>		

***** SELECT AND ENTER DESIRED ACTION -- PRESS "ENTER" KEY TO ACTIVATE *****
 _EXEC QUERY;DD=VIEW_DD;SO=EXIT TAPS;CF=RTN_TO_MSTR_MENU;CN=RTN_TO_QUERY_MENU
 ACTION: _

Figure 7-76. Example which shows the display elements of your query

(6) If you choose to execute your query, the screen shown as Figure 7-77 will appear, once the system has completed the sorting process. This screen shows you the following:

- (a) The number of records that were within the parameters of your query.
- (b) The number of records that were within the parameters of your query but you are not authorized access to them.
- (c) The number of records that were available for display.
- (d) The number of screens that are needed to display the records that fit your query.

SIDPERS DATA QUERY SYSTEM
SIDPERS SPF FILE DATA QUERY STATUS

NUMBER OF FILE RECORDS SELECTED: _____

NUMBER OF FILE RECORDS NOT
AUTHORIZED ACCESS BY USER: _____

NUMBER OF FILE RECORDS FOR DISPLAY: _____

NUMBER OF SCREENS TO VIEW: _____

***** SELECT AND ENTER DESIRED ACTION -- PRESS "ENTER" KEY TO ACTIVATE *****
CF=RTN_TO_MSTR_MENU CM=RTN_TO_QUERY_MENU _=CONTINUE_DISPLAY SO=EXIT_TAPS
ACTION: _____

Figure 7-77. Example of the data query status screen

(7) If the number of records that will satisfy your query exceed 1000 records, you will receive the following message: AACDQ Error: Query Exceeds 1000 Rcds, Redefine Query Selection Criteria. Query Terminated Enter CF, CM, or SO on Action Line (Figure 7-78). You must redefine your query selection criteria or you have the following options:

- (a) Enter CF on the action line to return to the master menu.
- (b) Enter CM on the action line to return to the query menu.
- (c) Enter SO on the action line to exit TAPS.
- (d) Press the Enter key to continue the display.

SIDPERS DATA QUERY SYSTEM
SIDPERS SPF FILE DATA QUERY STATUS

NUMBER OF FILE RECORDS SELECTED: _____

NUMBER OF FILE RECORDS NOT
AUTHORIZED ACCESS BY USER: _____

NUMBER OF FILE RECORDS FOR DISPLAY: _____

NUMBER OF SCREENS TO VIEW: _____

AACDQ ERROR: QUERY EXCEEDS 1000 RCDS, USE SIRCUS(VIABLE)/IQP(DAS3) FOR QUERY
QUERY TERMINATED-ENTER CF OR CM OR SO ON ACTION LINE

***** SELECT AND ENTER DESIRED ACTION -- PRESS "ENTER" KEY TO ACTIVATE *****
CF=RTN_TO_MSTR_MENU CM=RTN_TO_QUERY_MENU _=CONTINUE_DISPLAY SO=EXIT_TAPS
ACTION: _____

Figure 7-78. Example of the data query status screen with an error message

(8) Once you have pressed the Enter key to execute the query, the system will automatically collect the requested data from the appropriate file. If the print capability is exceeded (i.e. 79 columns across the screen), an error message will appear similar to the one shown in Figure 7-79. Note that length (LGN) values will appear. Recheck to ensure that these values do not exceed 79. If the print capability was not exceeded, your query will process and a screen similar to Figure 7-80 will appear with all the data that you originally requested. Continue to press the Enter key to view all the screens needed to display the results of your query. Remember that if you want a copy of your query, on STARNET, you must press the Print key before you press Enter. On DAS3, you do not have the print capability. You may use the scroll function which was previously explained to review the query display. When you have reached the end of your query display, a message will appear on the screen similar to that shown as Figure 7-81. After your review, you have the following options:

- (a) Enter CF on the action line to return to the master menu.
- (b) Enter CM on the action line to return to the query menu.
- (c) Enter SO on the action line to exit TAPS/
- (d) Press the Enter key to continue the display.

SIDPERS DATA QUERY SYSTEM
AD-HOC QUERY DEFINITION

SIDPERS SPF FILE

SECTION A
DEFINE AD-HOC QUERY SELECTION ELEMENTS AND RANGES

DATA ELEMENTS	IGN	FROM RANGE	TO RANGE
1. <u>UPC1</u>	<u>5</u>	1. <u>2MS02</u>	1. <u>2MS02</u>
2. <u>GR</u>	<u>3</u>	2. <u>SP4</u>	2. <u>CPL</u>
3. <u>DOR</u>	<u>6</u>	3. <u>830701</u>	3. <u>840630</u>

SECTION B - DEFINE PRIMARY/SECONDARY ORDER OF DISPLAY
P. DOR S. NAME

SECTION C - DEFINE AD-HOC QUERY DISPLAY ELEMENTS.

1	<u>NAME</u>	<u>27</u> <u>2</u>	<u>SSN</u>	<u>11</u> <u>3</u>	<u>GR</u>
4	<u>PMOS</u>	<u>5</u> <u>5</u>	<u>DOR</u>	<u>6</u> <u>6</u>	<u>BASD</u>
7	<u>PEBD</u>	<u>6</u>			

AACDQ ERROR: PRINT CAPABILITY EXCEEDED - RECHECK QUERY DISPLAY ELEMENT LENGTH
***** SELECT AND ENTER DESIRED ACTION -- PRESS "ENTER" KEY TO ACTIVATE *****
=EXEC_QUERY;DD=VIEW_DD;SO=EXIT TAPS;CF=RTN_TO_MSTR_MENU;CM=RTN_TO_QUERY_MENU
ACTION: _

Figure 7-79. Example of an ad hoc query definition screen with the print capability error message

```

CD: 051215 SCN: 05          SIDPERS DATA QUERY SYSTEM          SCR#: 01
SIDPERS SP# FILE DATA          ENTER SCR# +/- SCROLL

NAME                          SSN          GR  PMOS  DOR      BASD      PEBD

XXXXXXXX, XXXXXX XXXX        999999999  SP4  91R10  830901  810808  801212
XXXXXXXX, XXXXXX XXXX        888888888  SP4  91R10  831011  811019  811017
XXXXXXXX, XXXXXX XXXX        777777777  SP4  91R10  831101  820226  820223
XXXXXXXX, XXXXXX XXXX        666666666  SP4  91R10  831112  820811  820308
XXXXXXXX, XXXXXX XXXX        555555555  SP4  91R10  831201  830203  821108
XXXXXXXX, XXXXXX XXXX        444444444  SP4  91R10  831209  811228  811029
XXXXXXXX, XXXXXX XXXX        333333333  SP4  91R10  840110  810804  810710
XXXXXXXX, XXXXXX XXXX        222222222  CPL  75F10  840219  760714  760714
XXXXXXXX, XXXXXX XXXX        111111111  CPL  75F10  840324  770714  760714
XXXXXXXX, XXXXXX XXXX        212121212  CPL  75F10  840410  780714  760714
XXXXXXXX, XXXXXX XXXX        324224242  CPL  75F10  840424  790714  760714
XXXXXXXX, XXXXXX XXXX        121212121  CPL  75F10  840510  800714  760714
XXXXXXXX, XXXXXX XXXX        434343434  CPL  75F10  840524  760804  760714
XXXXXXXX, XXXXXX XXXX        456224567  CPL  75F10  840604  760804  760714
XXXXXXXX, XXXXXX XXXX        678332678  CPL  75F10  840701  760804  760714

***** SELECT AND ENTER DESIRED ACTION -- PRESS "ENTER" KEY TO ACTIVATE *****
CP=RTN_TO_MSTR_MENU:  CN=RTN_TO_QUERY_MENU:  __=CONTINUE_DISPLAY SO=EXIT_TAPS
ACTION:  __

```

Figure 7-80. Example of a completed query in which the requested data is displayed

```

CD: 851215 SCN: 05          SIDPERS DATA QUERY SYSTEM          SCR#: 01
                             SIDPERS SPF FILE DATA             ENTER SCR# +/- SCROLL

NAME                          SSN          GR  PMOS  DOR      BASD      PEBD
XXXXXXXX, XXXXXXX XXXX       999999999 SP4  91R10 830901  810808  801212
XXXXXXXX, XXXXXXX XXXX       888888888 SP4  91R10 831011  811019  811017
XXXXXXXX, XXXXXXX XXXX       777777777 SP4  91R10 831101  820226  820223
XXXXXXXX, XXXXXXX XXXX       666666666 SP4  91R10 831112  820811  820308
XXXXXXXX, XXXXXXX XXXX       555555555 SP4  91R10 831201  830203  821108
XXXXXXXX, XXXXXXX XXXX       444444444 SP4  91R10 831209  811228  811029
XXXXXXXX, XXXXXXX XXXX       333333333 SP4  91R10 840110  810804  810710
XXXXXXXX, XXXXXXX XXXX       222222222 CPL  75F10 840219  760714  760714
XXXXXXXX, XXXXXXX XXXX       111111111 CPL  75F10 840324  770714  760714
XXXXXXXX, XXXXXXX XXXX       212121212 CPL  75F10 840410  780714  760714
XXXXXXXX, XXXXXXX XXXX       324224242 CPL  75F10 840424  790714  760714
XXXXXXXX, XXXXXXX XXXX       121212121 CPL  75F10 840510  800714  760714
XXXXXXXX, XXXXXXX XXXX       434343434 CPL  75F10 840524  760804  760714
XXXXXXXX, XXXXXXX XXXX       456224567 CPL  75F10 840604  760804  760714
XXXXXXXX, XXXXXXX XXXX       678332678 CPL  75F10 840701  760804  760714
AACDQ ERROR: END OF QUERY-SELECT APPROPRIATE SCROLL OR ACTION
***** SELECT AND ENTER DESIRED ACTION -- PRESS "ENTER" KEY TO ACTIVATE *****
CF=RTN_TO_MSTR_MENU: CM=RTN_TO_QUERY_MENU: --CONTINUE_DISPLAY SO=EXIT_TAPS
ACTION: _

```

Figure 7-81. Example of the end-of-query display error message

7-26. Data dictionary

The user has the capability to only view the data dictionary, of a particular file. From Figure 7-32, enter the number 2 and press the Enter key. The View Data Dictionary screen (Figure 7-82 or 7-83) will appear. Enter the number that corresponds to the file elements that you wish to view and press the Enter key to view the data dictionary (Figure 7-84). Figure 7-85 shows an example of page 1 of the SPF Data Dictionary. Continue to press the Enter key to view all the screens. You may use the scroll function which was previously explained to review the dictionary. Note that if you try to scroll forward beyond the last page of a given dictionary, an error message will appear as illustrated in Figure 7-86. You also have the option of entering TF on the action line and pressing Enter to terminate the data dictionary function. This will take you back to Figure 7-82 or 7-83, the View Data Dictionary Screen. From this screen, you have the option to either:

- Select to view the data dictionary of another file.
- Enter CF on the action line to return to the master menu.
- Enter CM on the action line to return to the query menu.
- Enter SO on the action line to exit TAPS.

Figure 7-82. Example of the view data dictionary screen—peacetime

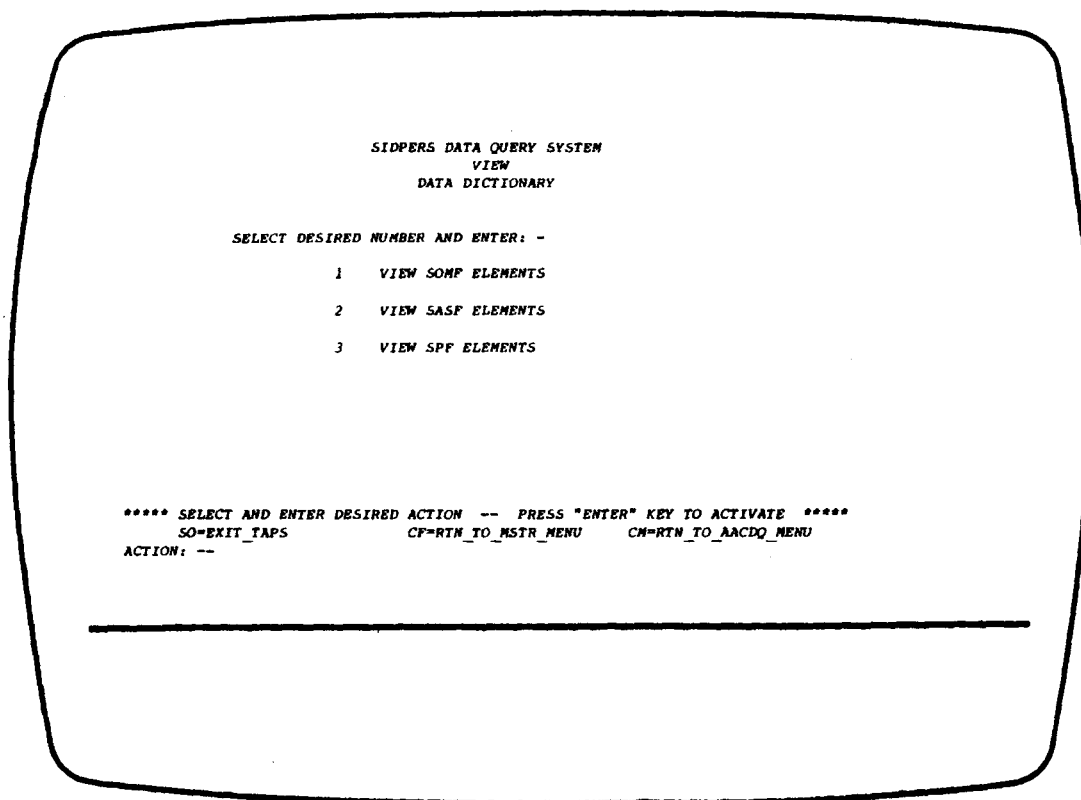


Figure 7-83. Example of the view data dictionary screen—wartime

```
SIDPERS DATA QUERY SYSTEM
VIEW
DATA DICTIONARY

SELECT DESIRED NUMBER AND ENTER: - 3

1 VIEW SOMP ELEMENTS
2 VIEW SASF ELEMENTS
3 VIEW SPP ELEMENTS
4 VIEW SAIF ELEMENTS

***** SELECT AND ENTER DESIRED ACTION -- PRESS "ENTER" KEY TO ACTIVATE *****
SO=EXIT_TAPS          CF=RTN_TO_MSTR_MENU    CM=RTN_TO_AACDQ_MENU
ACTION: --
```

Figure 7-84. Example which shows where to enter your selection code

```

SIDPERS DATA QUERY SYSTEM          SCRN: 01_
SPF  DICTIONARY ELEMENTS          ENTER SCRN +/- SCROLL

ELEMENT ABBREVIATION  ELEMENT DESCRIPTION

AFSCOMSVS            ACTIVE FEDERAL COMMISSIONED SERVICE
AFS                  ACTIVE FEDERAL SERVICE
ASSI                 ALTERNATE SPECIALTY SKILL IDENTIFIER
AEA                  ASSIGNMENT ELIGIBILITY & AVAILABILITY
AFST                 AREA CURRENT/LAST FOREIGN SERVICE TOUR
ALCT                 AREA OF LAST COMBAT TOUR
ARRDATE1             ARRIVAL/STRENGTH DATE 1
ARRDATE2             ARRIVAL/STRENGTH DATE 2
ASI1                 ADDITIONAL SKILL IDENTIFIER-1
ASI2                 ADDITIONAL SKILL IDENTIFIER-2
ASI3                 ADDITIONAL SKILL IDENTIFIER-3
ASI4                 ADDITIONAL SKILL IDENTIFIER-4
ATTACHINDOUT         ATTACHED INDICATOR
AWOLIND              ABSENT WITHOUT LEAVE REPORT INDICATOR
BASD                 BASIC ACTIVE SERVICE DATE

***** SELECT AND ENTER DESIRED ACTION -- PRESS "ENTER" KEY TO ACTIVATE *****
                                           TF=END_FUNCTION      _=VIEW_DD
ACTION: --

```

Figure 7-85. Example of the SPF data dictionary, page 1

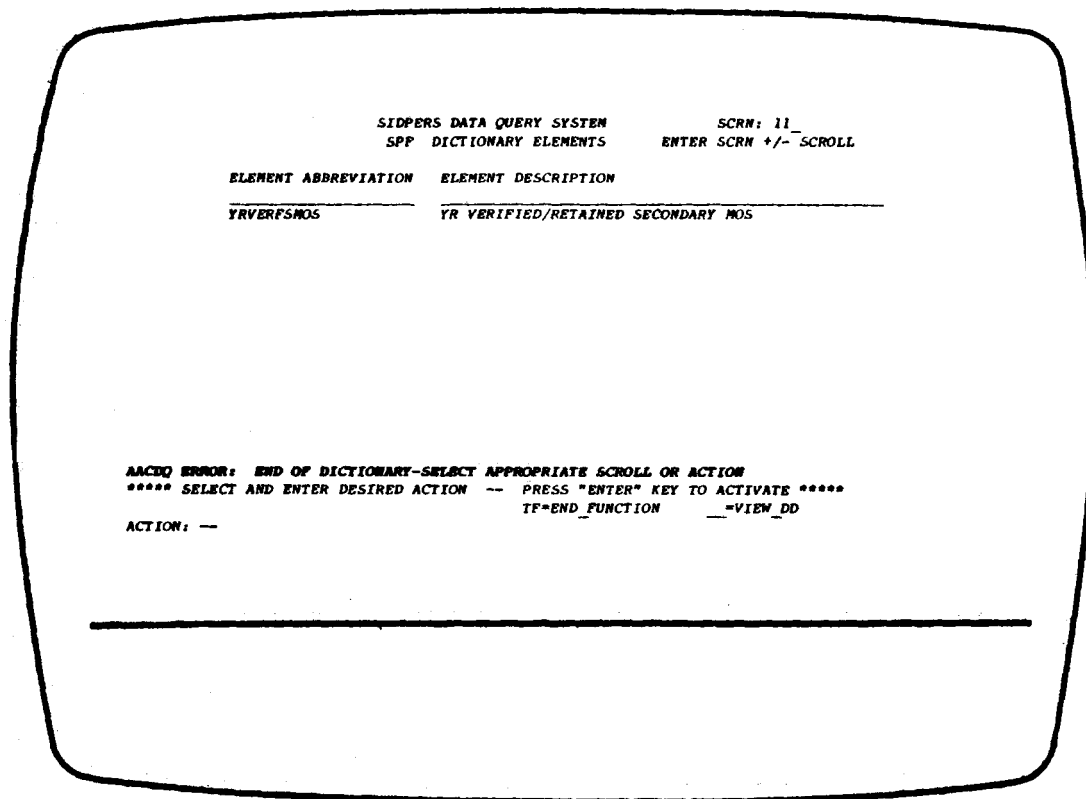


Figure 7-86. Example of the error message that you will receive if you try to scroll past the last page of the data dictionary

7-27. Originator review of the queue

a. A queue is that area of the database where transactions in a batch are held until that batch is processed in a cycle.

b. You, as the originator, have the capability to review transaction which you have put into the system. To do this, you merely enter CQ on the action line as shown in Figure 7-87 and press the Enter key. CQ may be entered on the action line of any screen, except when performing transaction generation from the DA Form 2(A/B) (see below). When you are executing transaction generation (paragraph 7-24), you must first enter CF on the action line to get to the master menu screen, Figure 7-5. You then enter the appropriate code for data entry and press Enter. Figure 7-7 will appear. Put a X after transaction format and enter CQ on the action line (Figure 7-88). Then follow the procedures outlined above. Once you have done this, a screen similar to Figure 7-89 will appear. You will enter a relative batch number (RBN) of the batch that you wish to review (Figure 7-89). The RBN 001 has been entered in Figure 7-90. Once you have chosen the number of the batch that you wish to review, a screen similar to Figure 7-91 will appear. There are four transactions in the batch shown on Figure 7-91. The transactions will appear in an eighty card column format. If you desire to delete a particular transaction, move the cursor to the transaction image and enter a D on the line next to the transaction number, and press the Enter key. You may also get a copy of the transactions in your batch by pressing the Print key, prior to pressing the Enter key. This action will only work if your terminal has access to a printer and will help you maintain an audit trail. Once you have finished, press the Enter key. The screen that you were on when you executed the CQ will appear (in our example, Figure 7-87. You may then follow any of the options listed in paragraph 7-4.

TRANSACTION MNEMONIC: GRCH

DATE: ----- NAME: ----- SSN: ----- ORIG: --

NEW GRADE: ---

GRADE NOW-ACQUIRED: --

DOR: -----

PMOS: -----

PMOS ASI: --

ACTION: CQ

Figure 7-87. Example which shows where you enter "CQ"

SIDPERS DATA ENTRY SYSTEM

THERE ARE THREE (3) PROCESSING MODES:
1) -- PEACETIME
2) -- MOBILIZATION
3) -- WARTIME

ENTER YOUR SELECTED PROCESSING MODE: 1

ENTER YOUR ORIGINATOR CODE: KH

ENTER YOUR PPA CODE: LL

ENTER AN X BY DATA ENTRY CHOICE: DA FORM 2 (PQR) UPDATE TRANSACTION FORMAT X

TO RETURN TO MASTER MENU ENTER "CF" ON ACTION LINE. PRESS "ENTER" KEY.
TO SIGN OFF THE SYSTEM ENTER "SO" ON ACTION LINE. PRESS "ENTER" KEY.

ACTION: CQ

Figure 7-88. Example which shows you how to enter CQ from the SIDPERS data entry screen

RBN	YY/MM/DD	HH:MM:SS	SBN	SPM	ORC	PPA	DPI	TERMID
001	84/02/07	07:50:51	1	1	AA	LJ	US	WAMR
002	84/02/07	08:31:56	2	1	AA	LJ	US	WAMR
003	84/02/07	08:43:55	3	1	AA	LJ	US	WAMR
004	84/02/10	14:21:33	1	1	AA	LJ	US	WAMR
005	84/02/07	07:54:19	1	1	AA	LJ	US	WAMR
006	84/02/07	12:43:02	001	1	AA	LJ	US	WAMR
007	84/02/06	12:45:04	002	1	AA	LJ	US	WAMR
008	84/02/07	06:57:50	1	1	AA	LJ	US	WAMR
009	84/02/06	09:45:37	001	1	AA	LJ	US	WAM9
010	84/02/06	09:02:06	002	1	AA	LJ	US	WAM9
011	84/02/15	10:39:50	1	1	CB	LJ	US	WAMJ
012	84/02/14	10:31:07	1	1	EB	LJ	US	WAMJ
013	84/02/14	12:49:42	2	1	EB	LJ	US	WAMJ
014	84/02/14	13:08:06	3	1	EB	LJ	US	WAMJ
015	84/02/13	13:34:45	1	1	EB	LJ	US	WAMR
016	84/02/13	14:58:40	1	1	EB	LJ	US	WAM9
017	84/02/14	14:10:16	1	1	EB	LJ	US	WAM9
018	84/02/14	14:46:13	2	1	EB	LJ	US	WAM9
019	84/02/10	14:41:47	1	1	JB	LJ	US	WAMJ
020	84/02/09	15:25:44	1	1	JB	LJ	US	WAMR

ENTER RELATIVE BATCH NUMBER (RBN):

ACTION: --

Figure 7-89. Example of the relative batch number screen

RBN	YY/MM/DD	HH:MM:SS	SBN	SPM	ORC	PPA	DFI	TERMID
021	84/02/10	07:59:51	1	1	JB	LJ	US	WAMR
022	84/02/10	08:16:46	1	1	JB	LJ	US	WAM9
023	84/02/10	08:37:14	1	1	JB	LJ	US	WAM9
024	84/02/15	10:41:59	1	1	JL	LJ	US	WAMC
025	84/02/10	13:33:11	1	1	LB	LJ	US	WAML
026	84/02/10	13:51:30	2	1	LB	LJ	US	WAML
027	84/02/07	10:53:16	1	1	LB	LJ	US	WAMR
028	84/02/07	10:58:53	2	1	LB	LJ	US	WAMR
029	84/02/07	11:12:53	3	1	LB	LJ	US	WAMR
030	84/02/13	10:25:24	1	1	LB	LJ	US	WAMR
031	84/02/09	07:26:23	1	1	LB	LJ	US	WAMR
032	84/02/09	07:48:01	2	1	LB	LJ	US	WAM9
033	84/02/09	07:53:08	3	1	LB	LJ	US	WAM9
034	84/02/14	14:13:52	1	1	LL	LJ	US	WAMJ
035	84/02/14	16:22:04	1	1	LL	LJ	US	WAM9
036	84/02/14	16:58:13	2	1	LL	LJ	US	WAM9
037	84/02/15	10:27:34	1	1	LL	LJ	US	WAM9
038	84/02/11	13:09:05	1	1	SX	LJ	US	WAMS
039	84/02/11	13:10:20	2	1	SX	LJ	US	WAMS
040	84/02/06	13:38:44	1	1	WZ	LJ	US	WAMR

ENTER RELATIVE BATCH NUMBER (RBN): 001

ACTION: --

Figure 7-90. Example of the relative batch number screen which shows you where to enter the RBN

```

RECORD IMAGE      84/02/15      11:15:45
-----+-----+-----+-----+-----+-----+-----+
0001 840215BR  DOE J23233444499AG/AG
0002 840215CDATDOE J23233444499PERSONNEL OFFICER
0003 840215DEPNDOE J232334444997/04/03/8402
0004 840215ABCDSMITH78956432199A/09/29/81
..... RBN 001 END OF DATA

      TO DELETE RECORD, ENTER A "D" BY THE RECORD IMAGE

ACTION:  CS74

```

Figure 7-91. Example of the screen which shows the contents of a batch and where to enter the column shift codes

7-28. Column shift (CS##)

Whenever a CQ is performed, you, as the originator, can execute a column shift CS. To execute a column shift, enter CS on the action line and the number of the column where you want the shift to begin. In Figure 7-91, you will note that CS74 has been entered on the action line. CS stands for column shift and 74 is the number of the column where viewing will begin. Once CS and a number have been entered on the action line, press the Enter key. A screen similar to Figure 7-92 will appear. In our example, you can see that there is no data in columns 74 through 80 in all four transactions. You can press the Enter key and the system will return you to the screen that you were originally on before executing a CS##.

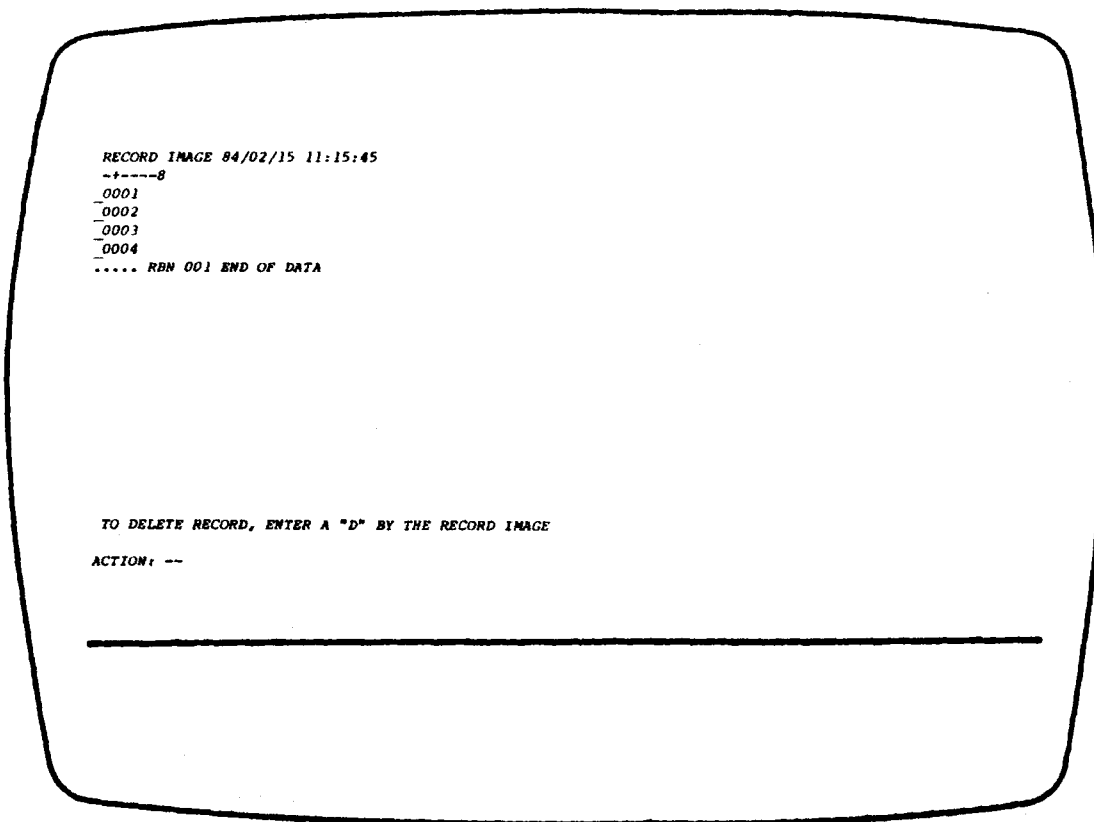


Figure 7-92. Example of a screen that will appear once a CS## has been executed

7-29. Sign off procedures

After you have finished your input and you desire to sign off the system, enter the code SO on the action line which is in the lower left-hand corner of the screen. Press the Enter key. The screen shown in Figure 7-93 will appear. Press the Clear key. A blank screen will now appear and upon it, you type in the upper left-hand corner CSSF LOGOFF and press the Enter key (Figure 7-94). The system will accept your command and give you the following message: DFH3506I 10:38:47: Sign Off Is Complete (Figure 7-95). Then the screen shown as Figure 7-1 will appear. You are now off the system.

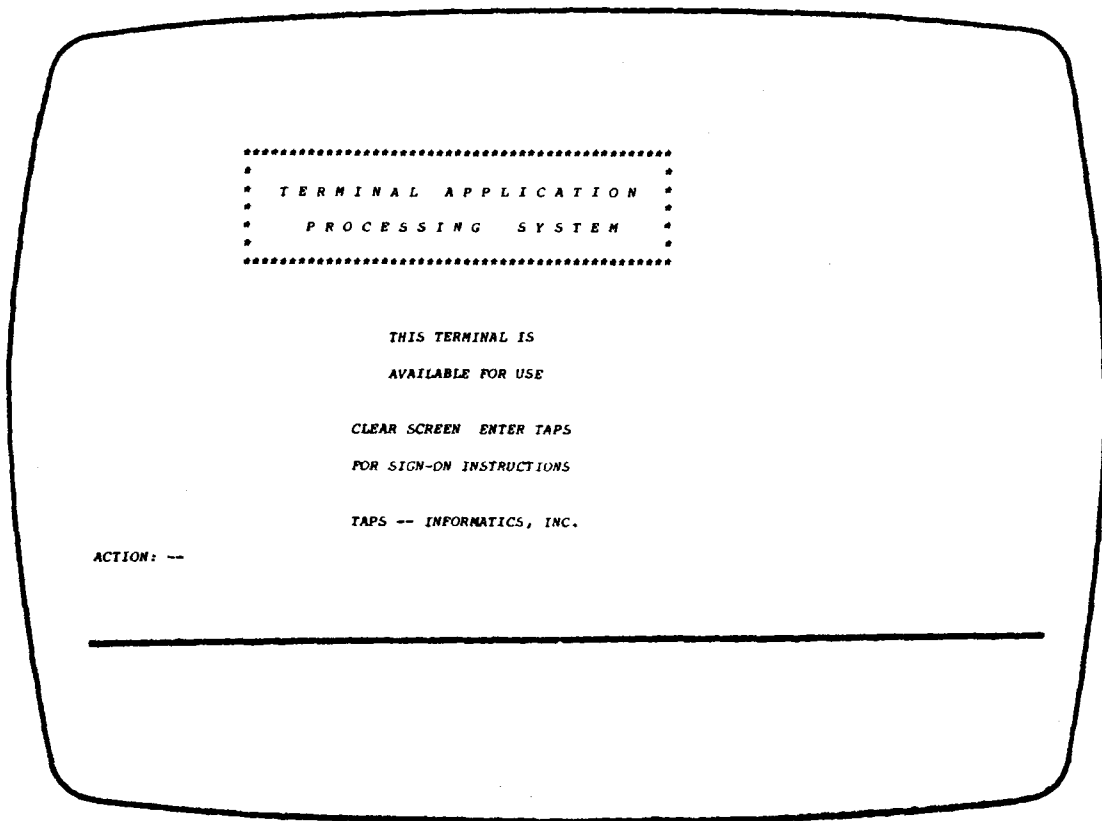


Figure 7-93. Example of the screen that will appear once you have entered "SO" on the action line

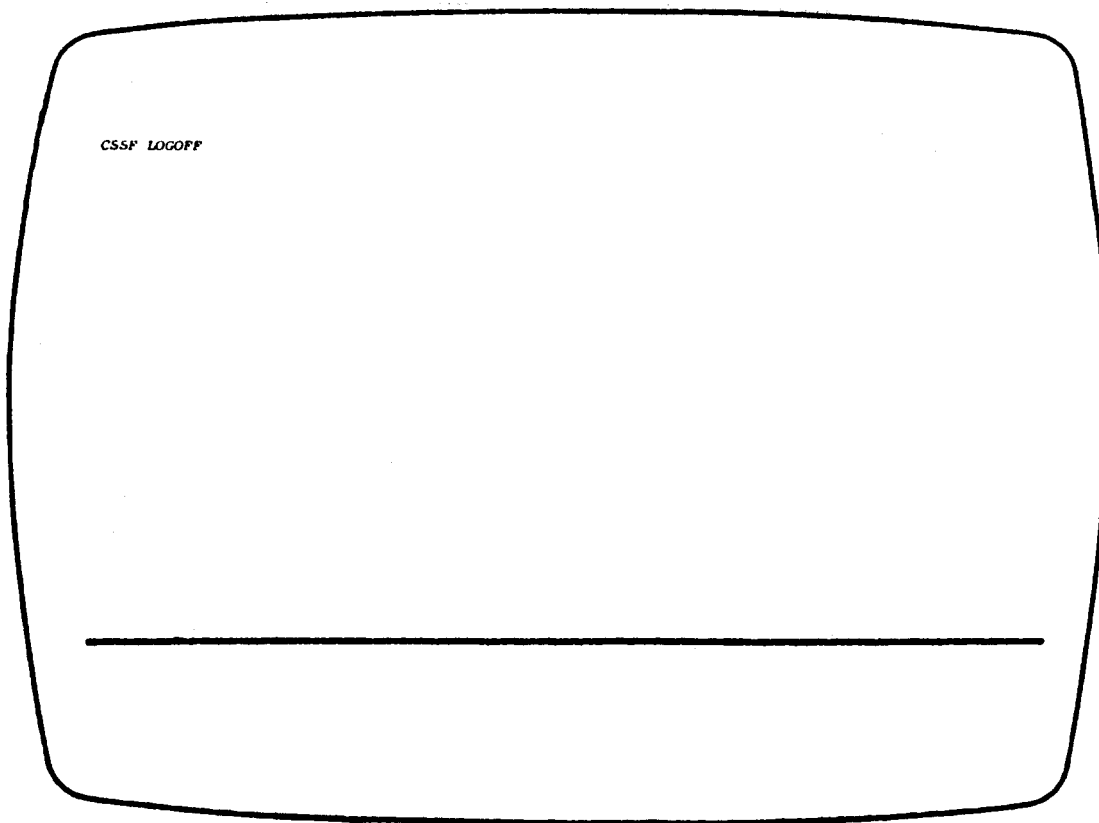


Figure 7-94. Example of a screen where you have typed "CSSF LOGOFF"

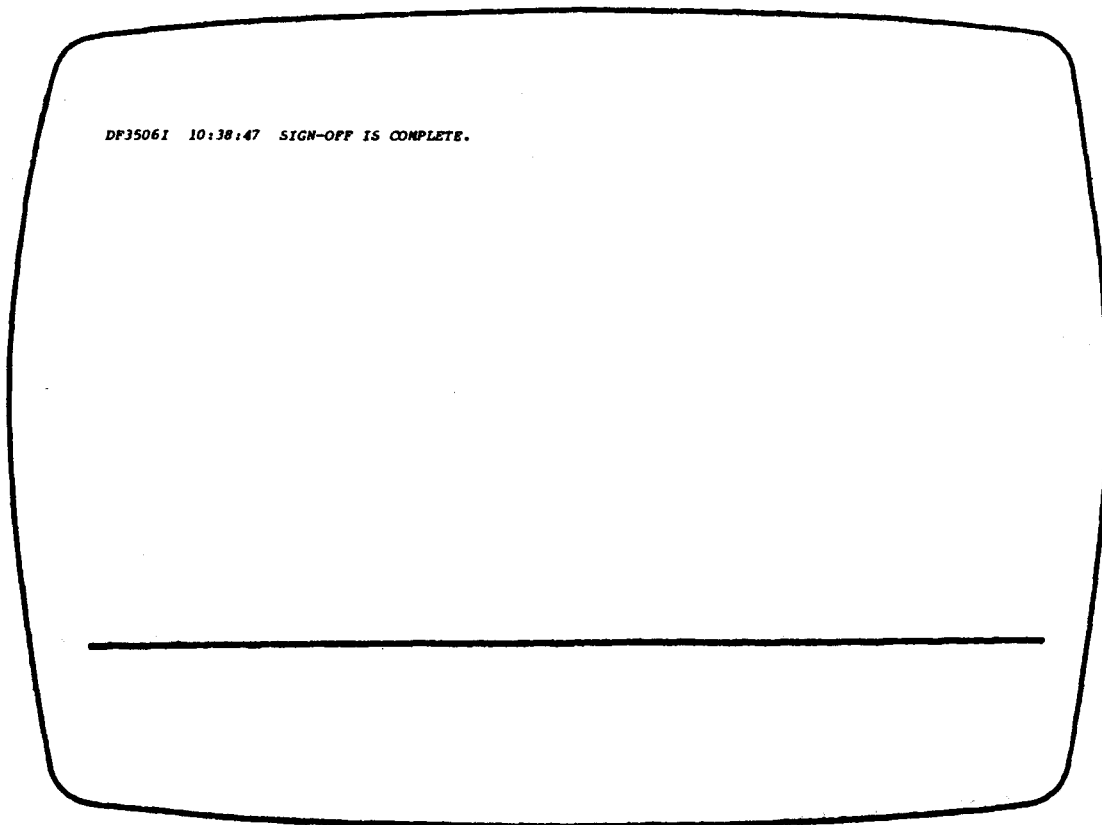


Figure 7-95. Example of the message you will receive once you have signed off the system

Appendix A

References

Section I

Required Publications

AR 27–10

Military Justice (Cited in procedure 2–12.)

AR 220–1

Unit Status Reporting (Cited in procedure 4–21.)

AR 310–49

The Army Authorization Documents System (TAADS) (Cited in procedures 2–16 and 4–5.)

AR 340–17

Release of Information and Records from Army File (Cited in paras 2–13 and 4–6.)

AR 340–21

The Army Privacy Program (Cited in paras 2–13 and 4–6.)

AR 380–5

Department of the Army Information Security Program (Cited in paras 2–3 and 4–6.)

AR 600–9

The Army Weight Control Program (Cited in procedure 4–28.)

AR 600–10

The Army Casualty System (Cited in procedure 2–5.)

AR 600–31

Suspension of Favorable Personnel Actions for Military Personnel in National Security Cases and other Investigations or Proceedings (Cited in procedures 4–12, 4–25, and 4–28.)

AR 600–200

Enlisted Personnel Management System (Cited in procedures 2–12, 2–17, 2–19, 4–12, 4–13, and 4–21.)

AR 601–280

Army Reenlistment Program (Cited in procedure 2–11.)

AR 614–30

Oversea Service (Cited in procedure 4–18.)

AR 614–100

Officers (Cited in procedures 2–19 and 4–21.)

AR 614–185

Requisitions and Assignment Instructions for Officers (Cited in procedure 4–14.)

AR 614–200

Selection of Enlisted Soldiers for Training and Assignment (Cited in procedures 4–14 and 4–18.)

AR 621–5

Army Continuing Education System (ACES) (Cited in procedures 4–11, 4–17, and 4–27.)

AR 624–100

Promotion of officers on Active Duty (Cited in procedure 4–9.)

AR 630–5

Leave, Passes, Permissive Temporary Duty, and Public Holidays (Cited in procedures 2–1 and 2–23.)

AR 630-10

Absence Without Leave and Desertion (Cited in procedures 2-6, 2-10, 2-21, 2-22, 2-23, 2-26, and 4-24.)

AR 635-10

Processing Personnel for Separation (Cited in procedures 2-27 and 4-14.)

AR 635-200

Enlisted Personnel (Cited in procedure 2-26.)

AR 640-2-1

Personnel Qualification Records (Cited in procedures 2-13, 4-7, and 4-17.)

AR 640-10

Individual Military Personnel Records (Cited in paras 2-13 and 4-6.)

AR 680-1

Unit Strength Accounting and Reporting (Cited in procedures 2-2, 2-3, 2-4, 2-5, 2-6, 2-9, 2-10, 2-14, 2-18, 2-20, 2-21, 2-22, 2-23, 2-24, 2-25, 2-26, 2-27, and 4-6.)

AR 680-5

Direct Exchange of Personnel Data Between the MILPERCEN and the SIDPERS (Minimize (RCS MILPC-27)). (Cited in paras 1-8*b* and 1-8*c*.)

AR 680-29

Military Personnel Organization, and Type of Transaction Codes. (Cited in paras 1-8*c*, 2-6, 2-15, and 4-3, and procedures 2-2, 2-5, 2-6, 4-2, 4-7, and 4-28.)

AR 680-31

Military Personnel Asset Inventory and Information Reconciliation (Cited in procedure 4-6.)

DA Pam 600-8

Military Personnel Management and Administrative Procedures (Cited in para 4-1, and procedures 2-2, 2-3, 2-4, 2-6, 2-7, 2-9, 2-13, 2-14, 2-15, 2-16, 2-17, 2-18, 2-19, 2-20, 2-21, 2-22, 2-23, 2-24, 2-25, 2-27, 2-28, 2-29, 2-31, 2-32, 2-33, 2-34, 2-35, 2-37, 2-41, 2-42, 2-47, 2-48, 2-50, 2-52, 2-53, 2-54, 2-56, 2-58, 2-59, 2-60, 2-61, 2-62, 2-63, 2-64, 2-66, 2-70, 2-72, 2-73, 2-74, 2-77, 2-78, 2-81, 2-85, 2-86, 2-87, 2-89, 2-91, 2-92, 2-94, 2-96, 2-97, 2-100, 4-1, 4-2, and 4-24.)

DA Pam 600-8-8

SIDPERS Guide for Commanders and Staff (Cited in para 1-10.)

DA Pam 600-8-10

Management and Administrative Procedures Individual Assignment and Reassignment Procedures (Cited in procedure 2-15.)

DA Pam 600-8-11

Military Personnel Office Separation Processing Procedures (Cited in procedures 2-27 and 4-14.)

DA Pam 600-8-20

SIDPERS Handbook for Commanders (Cited in para 1-10.)

Section II**Related Publications**

A related publication is merely a source of additional information. The user does not have to read it to understand the regulation.

AR 310-10

Military Orders

AR 310-25

Dictionary of United States Terms

AR 310–50

Catalog of Abbreviations and Brevity Codes

AR 351–1

Individual Military Education and Training

AR 611–101

Commissioned Officer Specialty Classification System

AR 611–112

Manual of Warrant Officer Military Occupational Specialties

AR 611–201

Enlisted Career Management Fields and Military Occupational Specialties

Section III**Prescribed Forms**

This section does not contain any information.

Section IV**Referenced Forms****DA Form 2 series**

Personnel Qualification Record, Part I

DA Form 31

Request and Authority for Leave

DA Form 201

Military Personnel Records Jacket, U.S. Army

DA Form 647

Personnel Register

DA Form 647–1

Personnel Register

DA Form 1315

Reenlistment Data Card

DA Form 2496

Disposition Form

DA Form 2627

Record of Proceeding Under Article 15, UCMJ

DA Form 3728

SIDPERS Input and Control Data—Personnel Change (Expanded)

DA Form 3732

SIDPERS Input and Control Data—Organization Change Abbreviated

DA Form 3805

SIDPERS Input and Control Data—Officer Accession

DA Form 3806

SIDPERS Input and Control Data—Enlisted Accession

DA Form 3807

SIDPERS Input and Control Data—Officer Transfer Data Record

DA Form 3808

SIDPERS Input and Control Data—Enlisted Transfer Data Record

DA Form 3813

SIDPERS Input and Control Data—Personnel/Organizational Change (Key Punch)

DA Form 3815

SIDPERS Input and Control Data—Authentication and Transmittal

DA Form 4187

Personnel Action

DD Form 1300

Report of Casualty

DD Form 1610

Request and Authorization for TDY Travel of DOD Personnel

Appendix B

SIDPERS Transaction Mnemonics

Table B-1 provides a list of the SIDPERS transaction mnemonics cited in this pamphlet, the data elements within those transactions, and the applicable procedure in this pamphlet. Also, it indicates if these transactions and data elements are applicable during peacetime (PT), mobilization (MOB), or wartime (WT).

Table B-1				
SIDPERS Transaction Mnemonic				
Transaction Mnemonic/Data Element(s)	PT	MOB	WT	Procedure
AATC:	X	X		2-2
Combat test score	X	X		
Field artillery aptitude test score	X	X		
Electrical aptitude test score	X	X		
Operator and food test score	X	X		
General maintenance test score	X	X		
Motor maintenance test score	X	X		
Clerical aptitude test score	X	X		
Skill technical aptitude score	X	X		
Signal communication test score	X	X		
Auditory perception test score	X	X		
ABCD:	X			2-3
Type of change	X			
American board certification title				
American board certification specialty	X			
American board certification date	X			
ACSI:	X			2-4
Aircraft qualification	X			
Aircraft ASI	X			
ADMD:	X			2-5
Record deletion file code	X			
ADSI:	X			2-6
ASI code	X			
Type of change	X			
AEA:	X	X		2-7
Assignment eligibility availability code	X	X		
Year and month AEA code termination	X	X		
AFRM:	X			2-8
Year and month eligibility	X			
AFS:	X	X		2-9
Active Federal service	X	X		
Active Federal commissioned service	X	X		
AFST:	X			2-10
Area of current or last completed foreign service tour	X			
DEROS or DROS	X			
ALCT:	X			2-11
Area of last combat tour	X			
Year and month of last combat tour	X			
APRF:	X			2-12
CONUS area of preference	X			
OCONUS area of preference #1	X			
OCONUS area of preference #2	X			
OCONUS area of preference #3	X			
APTD:	X			2-13
Type of original appointment	X			
Source of original appointment	X			
ASI:	X	X	X	2-14
ASI #1	X	X	X	
ASI #2	X	X		

Table B-1
SIDPERS Transaction Mnemonic—Continued

Transaction Mnemonic/Data Element(s)	PT	MOB	WT	Procedure
ASI #3	X	X		
ASI #4	X	X		
AVDA:	X			2-16
Year and month of initial aviation rating	X			
AWDS:	X			2-17
Type of change	X			
Military decorations	X			
Nonmilitary decoration	X			
Combat and special skill badge	X			
Identification badge	X			
Foreign awards	X			
Campaign and service awards	X			
Unit awards	X			
BDAP:	X			2-18
Basic date of appointment	X			
BR:	X	X		2-19
Basic branch	X	X		
Control branch	X	X		
CDAT:	X			2-21
Duty position specialty code/duty MOS code	X			
Duty ASI	X			
Duty LIC	X			
Current duty assignment title	X			
CITZ:	X	X		2-22
Citizenship status	X	X		
UG (Current mailing address):	X	X		2-23
Date	X	X		
Military personnel class	X	X		
Social security number	X	X		
Name	X	X		
Originator code	X	X		
Street address	X	X		
Apartment number	X	X		
City	X	X		
State	X	X		
Parent unit designation	X	X		
Descriptive designator	X	X		
Card number	X	X		
Transaction code	X	X		
Format identifier	X	X		
Zip code	X	X		
ZIP Code (last 4 in a 9-position ZIP Code)	X	X		
COMP:	X	X	X	2-24
Service component	X	X	X	
Service component how acquired	X	X	X	
ESA/ETS	X	X		
Service agreement/term of service	X	X		
CPGD:	X			2-25
Current grade	X			
Current date of rank	X			
CVED:	X			2-26
Civilian education level	X			
DDAR:	X			2-27
Date dependents arrived overseas	X			
DDPO:	X			2-28
Date departed for overseas	X			
DEPD:	X			2-29
Number of dependent children	X			

Table B-1
SIDPERS Transaction Mnemonic—Continued

Transaction Mnemonic/Data Element(s)	PT	MOB	WT	Procedure
Number of dependent adults	X			
Country of citizenship (spouse)	X			
Country or State of birth (spouse)	X			
DEPN:	X	X		2-30
Number of dependents	X	X		
Number of accompanying command-sponsored dependents on PCS	X	X		
Number of accompanying non-command-sponsored dependents on PCS	X	X		
Year and month of arrival of authorized dependents	X	X		
DERO:	X	X		2-31
DEROS	X	X		
Date option code	X	X		
DFR:	X	X	X	2-32
Transaction change number	X	X	X	
Unit processing code	X	X	X	
DLAB:	X			2-33
Defense Language aptitude battery score	X			
DLOS:	X	X		2-34
Anticipated date of loss	X	X		
Reason code	X	X		
Requested earlier/later arrival month	X	X		
DOB:	X	X		2-35
Date of birth	X	X		
Country/State of birth (individual)	X	X		
Country of citizenship (individual)	X	X		
DOR:	X	X	X	2-36
Grade abbreviation	X	X	X	
Date of rank	X	X	X	
DROS:	X	X		2-37
DROS	X	X		
DSCS:	X			2-38
Dual service component	X			
Dual service grade abbreviation	X			
DSEP:	X			2-39
Delay in separation code	X			
EGD:	X			2-40
Ethnic group designation	X			
EDAT:	X			2-41
Date of entry on active duty	X			
Home of record entry on active duty	X			
ERPT:	X			2-42
Year and month of last evaluation report	X			
ETS:	X	X		2-43
ETS	X	X		
Term of service	X	X		
Reason for change of ETS	X	X		
Delay in separation code	X	X		
FENL:	X	X	X	2-44
Unit processing code	X	X	X	
Transaction change number	X	X	X	
Movement designator code	X	X	X	
FHAI:	X			2-45
FHA insurance eligibility indicator code	X			
FSVD:	X			2-46
Type of change	X			

Table B-1
SIDPERS Transaction Mnemonic—Continued

Transaction Mnemonic/Data Element(s)	PT	MOB	WT	Procedure
Date returned from overseas	X			
Tour indicator code	X			
Country code	X			
Months overseas	X			
Tour completion code	X			
GCMS:	X			2-47
Year and month good conduct medal	X			
GRCH:	X	X	X	2-48
New grade abbreviation	X	X	X	
Grade how acquired code	X	X	X	
Effective date of pay grade	X	X	X	
Date of rank	X	X	X	
PMOS code	X	X	X	
PMOS ASI	X	X	X	
GRDC:	X	X	X	2-49
Grade abbreviation	X	X	X	
Grade code	X	X	X	
GTAS:	X			2-50
GTA score	X			
HOBA:	X	X		2-51
Regimental homebase	X	X		
INQY:	X	X	X	2-52
Personnel file inquiry code	X	X	X	
Output code	X	X	X	
Voucher number	X	X	X	
IPAY:	X			2-53
JUMPS action code	X			
Incentive pay code	X			
JACT:	X	X	X	2-53.1
Type of action	X	X	X	
Grade abbreviation and code	X	X	X	
Effective-date-1	X	X	X	
Effective-date-2	X	X	X	
LNAM:	X	X	X	2-54
New name	X	X	X	
LOCO:	X			2-55
Local data	X			
LPCS:	X			2-56
Year, month, and day of last PCS	X			
MADC:	X			2-57
Major area of college education	X			
MARS:	X	X		2-58
Marital status code	X	X		
Number of dependents	X	X		
Year and month of arrival of accompanying dependents	X	X		
MCVO:	X			2-59
Main civilian occupation	X			
MEDI:	X			2-60
Type of change	X			
Internship hospital	X			
Internship months	X			
Year internship completed	X			
Internship specialty	X			
MEDR:	X			2-61
Type of change	X			

Table B-1
SIDPERS Transaction Mnemonic—Continued

Transaction Mnemonic/Data Element(s)	PT	MOB	WT	Procedure
Residency hospital	X			
Residency specialty	X			
Year residency completed	X			
Residency months	X			
MLED:	X			2-62
Type of change	X			
Highest military education level	X			
Military course or school	X			
Year of completion	X			
MTDR:	X	X	X	2-63
Gaining unit processing code	X	X	X	
Position number	X	X		
NAME:	X	X	X	2-64
Name (change)	X	X	X	
NCOG:	X			2-65
NCO education code	X			
NSLT:	X			2-66
Number of short overseas tours	X			
Number of long overseas tours	X			
OAUT:	X			2-67
Output code	X			
Voucher number	X			
Reserve component file indicator	X			
OCVE:	X			2-68
Type of change	X			
Officer civilian education level	X			
Civilian education degree	X			
Program source code	X			
Civilian education institution	X			
Major subject of college education	X			
Civilian education year completed	X			
OPER:	X	X		2-69
Output code	X	X		
Requirement code	X	X		
Voucher number	X	X		
OTCO:	X			2-70
Test control officer number	X			
PADR:	X			2-71
Disputed record indicator	X			
UR (Previous assignment):	X			2-72
Date	X			
Social security number	X			
Name	X			
Originator code	X			
Type of change code	X			
From date	X			
Unit number	X			
Unit designation	X			
Location name	X			
Location code	X			
Command assignment code	X			
Duty PSC/MOS	X			
Card number	X			
Transaction code	X			
Format identifier	X			
Duty title	X			
Months served	X			
PCER:	X			2-73
Professional certification status	X			

Table B-1
SIDPERS Transaction Mnemonic—Continued

Transaction Mnemonic/Data Element(s)	PT	MOB	WT	Procedure
State of professional certification	X			
Year of professional certification	X			
PHYS:	X	X	X	2-74
Physical category code	X	X	X	
PULHES	X	X	X	
Height	X	X		
Weight	X	X		
Date of physical	X	X		
PMOS:	X	X	X	2-75
PMOS	X	X	X	
PMOS ASI	X	X	X	
NX: (Post separation home address)	X	X	X	2-76
Date	X	X	X	
Military personnel class	X	X	X	
Social security number	X	X	X	
Name	X	X	X	
Originator	X	X	X	
Street address	X	X	X	
Apartment number	X	X	X	
City	X	X	X	
State	X	X	X	
Parent unit designator	X	X	X	
Descriptive designator	X	X	X	
Card number	X	X	X	
Type transaction	X	X	X	
Format identifier	X	X	X	
ZIP Code	X	X	X	
ZIP Code (last 4 in a 9-position ZIP Code)	X	X	X	
Telephone number	X	X	X	
PPN:	X			2-77
Program procurement number	X			
PPTR:	X			2-78
Previous grade indicator	X			
Previous grade	X			
Previous date of rank	X			
PRMI:	X			2-79
Promotable indicator	X			
PRMS:	X			2-80
Promotion/progression MOS	X			
Promotion indicator	X			
Current promotion points year and month	X			
Promotion points, current	X			
Previous promotion points year and month	X			
Previous promotion points	X			
RACE:	X	X	X	2-81
Race code	X	X	X	
RAPT:	X	X	X	2-82
Basic branch	X	X	X	
Control branch	X	X	X	
REGA:	X	X		2-83
Regimental affiliation field-directed reassignment	X	X		
REGT:	X	X		2-84
Regimental affiliation date	X	X		
RELG:	X			2-85
Religious denomination	X			
RENL:	X	X		2-86
ETS	X	X		
Number of enlistment/reenlistment	X	X		

Table B-1
SIDPERS Transaction Mnemonic—Continued

Transaction Mnemonic/Data Element(s)	PT	MOB	WT	Procedure
Enlistment waiver code	X	X		
Bonus indicator code	X	X		
Reenlistment option code	X	X		
Movement designator code	X	X		
Bonus MOS	X	X		
AEA code	X	X		
AEA termination date	X	X		
RPRM:	X			2-87
Permanent grade	X			
Permanent date of rank	X			
RTDR:	X	X	X	2-88
(Special character—(period(.))	X	X	X	
SBAR:	X			2-89
Type of change	X			
Year of bar exam	X			
State of bar exam	X			
Branch	X			
SDAP:	X			2-90
Special duty assignment pay status	X			
SEP:	X	X	X	2-91
Unit processing code	X	X	X	
Type of transfer or discharge	X	X	X	
Separation program designator	X	X	X	
Separation document issued/character of service	X	X	X	
Servicemens group life insurance coverage	X	X	X	
Eligibility for immediate enlistment/reenlistment	X	X		
Assignment code of last major command	X	X		
Date of separation	X	X		
Separation to the Individual Ready Reserve (IRR) indicator code	X			
SEX:	X	X	X	2-92
Sex	X	X	X	
SMOS:	X	X		2-93
SMOS	X	X		
SMOS ASI	X	X		
SPAY:	X			2-94
JUMPS action code	X			
Special pay code	X			
SPDR:	X			2-95
Type of change	X			
Social security number of military spouse of a service member	X			
Military personnel class of active duty spouse	X			
DOD component of active duty spouse	X			
Change to social security number of spouse	X			
SQTT:	X			2-96
Date administered written component of SQT	X			
Test announcement circular MOS	X			
Test control officer number	X			
Unit processing code	X			
SSAN:	X	X	X	2-97
New social security number	X	X	X	
TRAN:	X	X	X	2-98
Separation program designator	X	X	X	
Unit processing code	X	X	X	
VRBM:	X			2-99
Variable reenlistment bonus MOS	X			
Variable reenlistment bonus date	X			
Enlistment/reenlistment bonus indicator	X			

Table B-1
SIDPERS Transaction Mnemonic—Continued

Transaction Mnemonic/Data Element(s)	PT	MOB	WT	Procedure
YMPS:	X			2-100
Year and month of photograph	X			
ATCH (Inter):	X	X	X	2-15
Social security number	X	X	X	
Name	X	X	X	
Military personnel class	X	X	X	
Grade	X	X	X	
Date of rank	X	X		
Sex	X	X	X	
Race	X	X		
Service component	X	X		
PSSI/ASI/PMOS	X	X		
PMOS ASI/ASI-2	X	X		
First Language Identity	X	X		
Second Language Identity	X	X		
Verification status social security number	X	X		
Physical profile (PULHES)	X	X		
Physical category	X	X		
Personnel security investigation completed	X	X		
Strength transaction	X	X	X	
Originator code	X	X	X	
Card number	X	X	X	
Format identifier	X	X	X	
Unit processing code (gaining)	X	X	X	
Reporting date	X	X	X	
Unit processing code (losing)	X	X	X	
Departure date	X	X		
Delay in separation	X	X		
Expiration service agreement/expiration of term of svc	X	X		
Date of return from overseas	X	X		
Date eligible to return from overseas	X	X		
Date of birth	X	X		
Basic active service date	X	X		
Pay entry basic date	X	X		
Photograph	X	X		
Armed forces reserve medal	X	X		
Service agreement/term of svc	X	X		
Last combat tour	X	X		
Area of last combat tour	X	X		
Movement designator code	X	X		
Marital status	X	X		
Number of dependents	X	X		
Number of accompanying command-sponsored dependents on PCS	X	X		
Special pay #1	X	X		
Special pay #2	X	X		
Incentive pay #1	X	X		
Incentive pay #2	X	X		
Ethnic/population group	X	X		
Religious denomination	X	X		
Privacy act disputed record	X	X		
Dual component status code	X	X		
Dual service component grade	X	X		
Program procurement number	X	X		
Citizenship status	X	X		
Civilian educational level	X	X		
Military education	X	X		
NCO education	X	X		
Variable reenlistment bonus MOS	X	X		
Variable reenlistment bonus date	X	X		
ASSI/ASI-3/CMOS	X	X		
Secondary ASI/ASI-4	X	X		
Promotion/progression MOS	X	X		
Year and month good conduct medal suspense	X	X		
Control branch	X	X		
Year and month skill qualification test administered	X	X		
Promotion indicator	X	X		
Basic branch	X	X		
General aptitude test score	X	X		
FHA insurance eligibility	X	X		
Area of current/last foreign service tour	X	X		

Table B-1
SIDPERS Transaction Mnemonic—Continued

Transaction Mnemonic/Data Element(s)	PT	MOB	WT	Procedure
Special duty assignment pay designator	X	X		
Secondary MOS	X	X		
Secondary ASI	X	X		
CONUS area of preference	X	X		
Current promotion points year and month	X	X		
Enlistment/reenlistment bonus indicator	X	X		
EER/SEER verification	X	X		
Year and month enlisted evaluation report	X	X		
Eligibility for immediate enlistment/reenlistment	X	X		
Overseas assignment preference number 1	1X	X		
Overseas assignment preference number 2	2X	X		
Overseas assignment preference number 3	3X	X		
Regimental number	X	X		
Regimental branch	X	X		
Regimental homebase	X	X		
Date personnel security investigation completed	X	X		
Department-determined personnel security status	X	X		
Personnel security investigation initiated	X	X		
Date personnel security investigation initiated	X	X		
Personnel reliability program assignment status	X	X		
Promotion points, current	X	X		
Previous promotion points year and month	X	X		
Promotion points, previous	X	X		
Number of accompanying non-command-sponsored dependents on PCS	X	X		

Appendix C

Error Mnemonics Applicable to Military Personnel Office Level

The following tables deals with error mnemonic prefix definitions.

Table C-1
Error mnemonic prefix definitions

Error Mnemonic Prefixes	Definition of abbreviations and terms
E	Essential Validity Error—Data element in transaction is invalid and must be corrected before transaction will process.
C	Essential Compatibility Error—Data element in transaction is not compatible with one or more data items on the SIDPERS file that is being updated. The transaction and the file must be brought into agreement before transaction will process.
N	Nonessential Validity Error—Data element in transaction was invalid but transaction processed. Action must be taken to correct erroneous data, normally via a separate transaction.
M	Nonessential Compatibility Error—Data element in transaction was incompatible with data on file, but the transaction did process. Action must be taken to correct this incompatible situation.
<i>FID Codes</i>	<i>Definition of FID Codes</i>
FID L	DA Assignment Transfer Data Record (via AUTODIN)
FID N	Manually prepared Transfer Data Record (TDR)
	a. DA Form 3807, SIDPERS Input and Control Data—Officer/Warrant Officer Transfer Data Record
	b. DA Form 3808, SIDPERS Input and Control Data—Enlisted Transfer Data Record
FID O	Transfer Data Record cards contained in the MPRJ
FID P	SIDPERS Intact Unit Gains/Losses
FID Q	SIDPERS Accessions and Administrative Adds
	a. DA Form 3805, SIDPERS Input and Control Data—Officer/Warrant Officer Accession
	b. DA Form 3806, SIDPERS Input and Control Data—Enlisted Accession
<i>Files</i>	
<i>Reference</i>	<i>Definition of abbreviations and terms</i>
SAF	SIDPERS Active Army Locator File
SOMF	SIDPERS Organization Master File
SPF	SIDPERS Personnel File
SROF	SIDPERS Reserve Component Organization File
SESF	SIDPERS Error Suspense File
SMEF	SIDPERS Military Occupational Specialty Edit File
<i>Symbols</i>	
=	Equal, i.e., 3 = 3
not equal to	Unequal, i.e., 3 not equal to 2

Notes:

For a complete list of the SIDPERS error mnemonics, consult DA Pamphlet 600-8-5, SIDPERS User Manual—SIB/SID Level Procedures Reference Handbook, chapter 2.

Table C-2
Required actions for errors in personnel office level transactions

Error Mnemonic	Transaction	Reason and required action
xAAS	ASI	Authorized Additional Skill Identifier does not match ASI table or the SIDPERS MOS Edit File (SMEF)—Correct and resubmit.
xAAT	AATC	Aptitude Area Test Score is invalid. Range must be between 000—1600. Correct and resubmit.
xACT	IPAY/SPAY	Must be "AUTH" or "STOP." Correct and resubmit.
xADL	DLOS	Anticipated date of loss is incompatible with SAIF reason code or is earlier than the transaction date. Correct and resubmit.
xADT	TRAN	Transaction date earlier than arrival date of the SIDPERS Personnel File (SPF). Correct and resubmit.
xAEA	AEA, FID K, L, P, Q, T	AEA code is invalid. Code must be blank or A, B, K, L, S, T, R, U, V, X, or Z. Correct and resubmit.
xAEA	RENL	AEA code and Termination Date are present but AEA code is not "U" and/or the termination date is greater than transaction date plus 36 months. Correct and resubmit.
xAFC	AFS	Active Federal Commissioned Service (AFCS) is invalid. Positions 1 through 5 may be all zeros or positions 1 through 3 must be within the range 001 through 800 and positions 4 and 5 must be within the range 00 through 31.

Table C-2
Required actions for errors in personnel office level transactions—Continued

Error Mnemonic	Transaction	Reason and required action
xAFQ	FID Q	Armed Forces Qualification Test Score is invalid. Must be blank or in the range 000 through 100. Request the PAS to submit an "HH" transaction with the correct AFQT.
xAFS	AFS	Active Federal Service (AFS) is invalid. Must be in the range 001 through 800. Correct and resubmit.
xAFV	AFS, FID L, N, O, P, Q	Active Federal Service is verified. If the Active Federal Service and Active Federal Commissioned Service have been verified at DA, the AFS transaction will not be allowed to process. In this case, corrections to the AFS/AFCS must be made by PERSCOM. "V" and blank are the only valid verification codes.
xAIE	FID U	AIE = ALL ITEMS IN ERROR. Input transaction is missing valid date (blank detected) or data is erroneous. Correct and resubmit.
xAIF	DLOS	Transaction SSN unmatched to SAIF record type L. Correct and resubmit.
xAMF	AFRM, FID N, O, P, Q	Year and Month eligible for Armed Forces Reserve Medal is invalid. Transaction is not applicable when service component is "R" and MPC is "O."
xAPT	UG	Apartment Number is other than spaces or alphanumeric.
xASI	ACSI, ADSI, ASI, GRCH, PMOS, FID L, N, O, P, Q	Additional Skill Identifier is invalid or incompatible with the MOS SMEF ASI. May not be spaces. First position must be numeric; the second must be alphabetic.
xASK	FID L, N, O, P, Q	1. Alternate Specialty Skill Identifier (ASSI) is not spaces and is not alpha/numeric with no embedded spaces. 2. Alternate Specialty Skill Identifier (ASSI) is not spaces and does not match a Specialty Skill Identifier Record on the MOS Edit File.
xAS2	FID L, N, O, P, Q	Additional Skill Identifier—2 (ASI—2) is invalid or incompatible with the MOS, SMEF ASI. May not be spaces. First position must be numeric; the second alphabetic.
xAS3	FID L, N, O, P, Q	Additional Skill Identifier—3 (ASI—3) is invalid or incompatible with the MOS, SMEF ASI. May not be spaces. First position must be numeric; the second alphabetic.
xAS4	FID L, N, O, P, Q	Additional Skill Identifier—4 (ASI—4) is invalid or incompatible with the MOS, SMEF ASI. May not be spaces. First position must be numeric; the second alphabetic.
xATD	FID M, N, O, P, Q, AEA	AEA Termination Date is invalid or earlier than cycle date. AEA code L, H is invalid if termination date is present and if AEA code is B, termination date must be blank if unit is not in an "ST" status. If AEA code is A, the termination date must be blank except when retirement requests have been submitted. Correct and resubmit AEA transaction.
xATD	RENL	AEA code and termination date are present but AEA code is not U. AEA code U and termination date greater than transaction date plus 36 months.
xAWD	AWDS	Award/Badge Code is invalid. Correct and resubmit.
xAWL	ASI, DOR, GRCH, IPAY, MTDR, PPAY, RENL, RTDR SPAY, GRCH	SPF has individual in AWL or AWC duty status. Require unit to correct duty status with DYST transaction or the PSC will hold the transaction until the individual has returned for duty. GRCH transaction will not process with the system in Wartime mode, and the Duty Status is AWL or AWC, unless change is DA directed.
xBAR	PBAR	Invalid code used to indicate Promotion Bar for PV2, PFC, or E4. Valid code must be "R" or "Z." Correct and resubmit.
	GRCH	Transaction being input to show promotion of soldier to PV2, PFC, or E4, however, SPF indicates soldier is barred from promotion.
	AWDS	Required data missing for awards transaction.
xBAS	FHAI	FHAI Certificate Code in transaction equals "Y" and Cycle Date is not greater than the BASD.
xBBR	BR, RAPT, FID L, N, O, P	Basic Branch is invalid for Commissioned Officers—Not Applicable to Warrant Officers.
xBIC	RENL	Bonus Indicator Invalid—Code S, R, or 9 should not be used—Correct and resubmit.
xBLK	AFS, AVDA	AFS/AFS Verification/AFS is blank—Correct and resubmit. Year and Month of initial Aviation Rating is blank. Correct and resubmit.
	BR	Basic and Control Branch is blank. Correct and resubmit.
xBLK	PHYS	Physical Category and PULHES and/or Height, Weight, and Date of last physical is blank—Correct and resubmit.
	SPDR	Transaction is being input to change the Spouse Data Record, however, no data element has been identified for change. Correct and resubmit.
xBMS	RENL	Bonus Indicator Code is other than 0 or 1, and/or Bonus MOS is not present and/or Transaction Bonus MOS is unmatched to the SMEF.
xBPE	DOR, GRCH, FID Q	DOR is earlier than PEBD. Correct and resubmit. Basic Appointment Date is incompatible with Grade, MPC, Control Branch, and/or Type of Transaction.
xBR	SBAR	Invalid Control Branch assigned to a JAG Officer/Warrant Officer. Correct and resubmit.
xBRD	ABCD	American Board Certification Title is invalid. Must be in the range of 01, through 99.
xC-D	All Transactions	Transaction Date is later than the Cycle Date. Change date to equal or earlier than the next cycle date. Cycle date is invalid.
xC-S	SEP	Character of Separation is invalid. Valid codes are L, 2, 3, 4, 5, 6, 7, 9, or R. Correct and resubmit.
xCAC	UR	Command Assignment Code is blank or invalid on Card #1.

Table C-2
Required actions for errors in personnel office level transactions—Continued

Error Mnemonic	Transaction	Reason and required action
xCAP	ARPF	CONUS Area of Preference is invalid.
xCBR	ABCD	Control Branch is not MC, DE, MS, AN, SP, VC, or OO. Correct and resubmit.
	BR, RAPT	Control Branch code is invalid. Correct and resubmit.
xCDA	CDAT	Invalid Current Duty Assignment title code. Correct and resubmit.
xCDR	CPGD	Current Date of Rank of Permanent Grade for Officer or Warrant Officer is invalid. Correct and resubmit.
xCD1	FID L, N, O, Q, P	Card Number 1 is missing. Correct and resubmit.
xCD2	FID L, N, O, P, Q	Card Number 2 is missing. Correct and resubmit.
xCED	CVED, FID N, O, P, Q	Civilian Education Level is invalid. Correct and resubmit.
xCGD	CPGD	Current Permanent Grade for Officer or Warrant Officer is invalid. Correct and resubmit.
xCHA	COMP	Component-How Acquired Code is invalid. Correct and resubmit.
xCHG	ABCD, ADSI, AWDS, DDAR, DEPD, ENPQ, FSVD, MEDI, MEDR, OCVE, NSLT, SBAR, UR, MLED	Type of Change code is invalid. Correct and resubmit.
	SPDR	Type of Change code is invalid. Correct and resubmit.
xCOC	DEPN, DOB	Country of Citizenship code is invalid. Correct and resubmit. May be blank; if not blank, position 1 must be alpha and position 2 may be alpha or numeric.
xCOD	S9	SQT Code is invalid. Must be either "V," "Q," "P," or blank.
xCPT	COMP, FID L, N, O, P, Q, GCMS, SEP, BDAP	Service Component does not equal R, V, G, T. Correct and resubmit.
		Good Conduct Medal Suspense Year and Month is invalid. Must be prior to ETS date when Service Component is "T." If Service Component is "R," "V," or "G," Good Conduct Medal Year and Month must be greater than Cycle Year and Month. Correct and resubmit.
		SPF Component is unequal to SPD Table Component.
		SPF Service Component is equal to R. Transaction only applicable to Service Component V, G, or T.
xCRD	FID L, N, O, P, Q, NX	Card Identification Code is invalid or card is missing. Card Column 79 must be numeric and cards 1 through 5 must be present for Enlistment Personnel or 1 through 4 must be present for Officer/Warrant Officer personnel.
	FID W (UR)	Card Number is invalid. Correct and resubmit.
	FID W (UG)	Card Number must be 1 only. Correct and resubmit.
xCSB	AWDS	Combat and Special Skill Badge Code is invalid. Correct and resubmit.
xCSP	FID L, N, O, P	Control Specialty is not spaces and does not match the first two positions of any Specialty Skill Identifier (SSI) record on the SPF. Correct and resubmit.
xCSS	SPDR	Transaction is being input to delete Spouse Data Record but erroneously includes Change of SSN for Spouse. Correct and resubmit.
		When Type of Change = "C," change SSN of Spouse should not equal Spouse's previous SSN or the SSN on the SPF record. Correct and resubmit.
		Transaction is being input to add to the Spouse Data Record and erroneously includes Change of SSN for Spouse. Correct and resubmit.
		When Type of Change = "C," change SSN of Spouse should be all blanks or numeric, not mixed. Correct and resubmit.
xCSW	AWDS	Campaign and Service Awards Code is invalid. Correct and resubmit.
xCTY	FID W (UG)	City in FID W Card 1 is invalid. Position 1 must be A-Z followed by a mix of alpha characters with no more than one embedded space between alpha characters.
xCZS	CITZ, FID L, N, O, P, Q	Origin of Citizenship is invalid. Correct and resubmit.
xD-S	COMP, DSEP, ETS	Delay in Separation Code is invalid or incompatible with ETS. Correct and resubmit.
xDAD	DEPN, MARS	Year and Month of Arrival of Authorized Dependents is invalid (YYMM). Correct and resubmit.
xDAO	DDAR	Date of Dependents arrival Overseas is invalid (YYMM). Correct and resubmit.
xDAP	BDAP	Basic Date of Appointment Date is invalid (YYMMDD). Correct and resubmit.
xDAS	POSN, CDAT	Invalid duty additional skill identifier exists. Correct and resubmit.
xDDO	DDPO	Date Officer departed for Overseas (O/S) is invalid. Correct and resubmit.
xDDS	DFR	Transaction date earlier than last effective duty status date on the SPF. Correct using effective date on Compatibility Printline.
xDEG	OCVE	Civilian Education Degree code is invalid. Must be AAØ through ZZZ or blank. Correct and resubmit.
xDEP	DEPN, DEPD FID N, O, P, Q	Number of Accompanying Command-Sponsored Dependents is invalid or greater than the Number of Dependents on the SPF.
		Number of Dependent Adults/Children is invalid.
		Number of Non-Command-Sponsored Dependents is invalid/or greater than the Number of Dependents on the SPF.
xDER	AFST, DERO, DROS, NCRA, FID L, K, N, O, P, Q	Date Returned/Eligible to return from Overseas is invalid, or incompatible with the Location Code or Non-CONUS Residence Code. Correct and resubmit.
		Error found between the DROS/DEROS and the transaction date. Correct and resubmit.
xDGR	DSCS	Dual Service Component Grade is invalid.

Table C-2
Required actions for errors in personnel office level transactions—Continued

Error Mnemonic	Transaction	Reason and required action
xDMS	SDAP, UR, FID P, Q, CDAT	DMOS is incompatible for Special Duty Assignment Pay. Correct and resubmit. SPF PMOS/DMOS equals 0000. Correct and resubmit.
xDOB	DOB, FID, L, N, O, P, Q	Duty position specialty code/DMOS code is invalid or is spaces. Correct and resubmit. DOB is invalid or incompatible with the Cycle Date. Correct and resubmit (Cycle Date must be 14 years or more after the DOB).
xDOD	SPDR	DOD Component of active duty spouse code is invalid. Correct and resubmit. Transaction is being input to delete Spouse Data Record and erroneously includes DOD Component of Active Duty Spouse code. Correct and resubmit.
xDOP	DERO	Transaction is being input to add data to the Spouse Data Record, however, transaction does not include DOD Component Code for Spouse. Correct and resubmit. Date Option Code is invalid; must be B or Blank. Correct and resubmit.
xDOR	DOR, GRCH, RPRM, FID L, N, O, P, Q	Invalid DEROS; must be YYMMDD. Date Option Code is not applicable to DEROS "999999." Correct and resubmit. Date of Rank is blank or invalid. Correct and resubmit.
xDPS	POSN, CDAT	Date of Rank is invalid or later than the transaction date. Correct and resubmit. Date of Rank is blank; is less than or equal to the Arrival Strength Date. Permanent DOR (Reserve Component) is invalid. Correct and resubmit. DOR is incompatible with the Control Branch, Grade, MPC, PEBD.
xDPT	DFR, DPRT, FENL, TRAN, SEP	Invalid Duty Position Code/Duty Military Occupational Specialty Code. Correct and resubmit. Departure Date is invalid. Correct and resubmit.
xDRS	AFST, DROS, FID, L, N, O	Transaction Date is earlier than Departure Date. Correct and resubmit. Date Returned from Overseas (DROS) is incompatible with area of current/last Foreign Service Tour Location Code. Date Returned from Overseas is invalid or later than transaction date. Correct and resubmit.
xDSC	DSCS, FID L, N, O, P, Q	DROS is incompatible with Area of Current/Last Foreign Service Tour. Correct and resubmit. If CONUS resident, DROS must be less than transaction date. Correct and resubmit.
xDSD	RSEN	Dual Service Component Status is incompatible with MPC or Dual Service Component Grade. May be blank; if not blank, it must be "C," "W," "R," or "Z." Duty Status Date is not compatible with SPF Duty Status Date. Correct and resubmit.
xDTE	ABCD, AVDA, DDAR, DDPO, FSVD, MEDI, MEDR, MLED, OCVE, PHYS, PPTR, UG, UR, SQT	First Erroneous Duty Status Date is not less than the Second Erroneous Duty Status Date. Correct and resubmit. Date(s) are (is) invalid or greater than Transaction Date. Correct and resubmit.
xDTL	PRMS	Date SQT was administered is blank, or greater than cycle date and/or incompatible with SQT date on SPF. Correct and resubmit.
xDTS	UR	MLED transaction will not process when type of change is "A" for add but year of completion is not blank. Correct and resubmit.
xDTY	AVDA	Invalid Current Promotion Points Date. Correct and resubmit.
xDUP	UR	Duty Title is missing. Correct and resubmit.
xDYS	SSAN	Invalid date code used for Year and Month of Initial Aviation Rating. Correct and resubmit.
	DFR	Duty Position is missing. Correct and resubmit.
		New SSAN equals SSAN that is present on SPF. Correct and resubmit.
		TCN is 941 and SPF Duty Status is <i>not</i> AWL. Correct and resubmit.
		TCN is 942 and SPF Duty Status is <i>not</i> PDY, or CMA. Correct and resubmit.
		TCN is 943 and SPF Duty Status, is <i>not</i> MIA, CAP, or INT. Correct and resubmit.
		TCN is 948 or 949 and SPF Duty Status is <i>not</i> PDY. Correct and resubmit.
		TCN is 971, 972, or 973 and Duty Status is AWC, AWL, CAP, INT, or MIA. Correct and resubmit.
	RSEN	First Erroneous Duty Status is <i>not</i> "SCA" or "SMA." Second Erroneous Duty Status is <i>not</i> PDY.
xEAD	EADT	Date of Entry on Active Duty in current tour is invalid. Correct and resubmit.
xEDL	OCVE	Officer Civilian Education Level is invalid. Must be in the range 1–9 or A, B, C, D, or E. Correct and resubmit.
		Education Level is incompatible with education certification. See AR 680–29 for correct compatibility. Correct and resubmit.
xEDP	GRCH	Invalid effective date of pay grade code used. Correct and resubmit.
xED1	JACT	Erroneous date code used to report date of actual promotion or reduction. Correct and resubmit.

Table C-2
Required actions for errors in personnel office level transactions—Continued

Error Mnemonic	Transaction	Reason and required action
xED2	JACT	Erroneous date code used to change incorrect effective date or promotion or reduction on JUMPS. Correct and resubmit.
xEFR	ERUP, FID L,	Eligibility for Immediate Enlistment/Reenlistment Code is invalid. Valid codes are: 1Ø 9A, 9C, 9E, 9G, 9K, 9L, 9N, 9O, 9Q, 9U, 9V, 9W, 9X, 9Y, 9Z.
xEFR	SEP	Eligibility for Immediate Enlistment/Reenlistment code is invalid. Valid codes are: Blank, or 1Ø 1A, 1B, 1C, 2Ø 2A, 2B, 2C, 2D, 2E, 2F, 3Ø 3A, 3B, 3C, 3D, 3E, 4Ø 4A, 4B, 4R. Correct and resubmit.
xEGD	EGD, FID L, N, O, P, Q	Ethnic group designator code is invalid. Must be 1 through 9, D, E, G, J, K, L, Q, S, V, W, X, Z, or blank.
xERB	RENL, VRBM	Enlisted/Reenlistment Bonus Indicator Code is invalid. Valid codes are D, E, F, G, H, J, K, L, M, N, P, Q, R, S, T, U, V, W, X, Y, Ø 1, or 9. Blanks are valid when SIDPERS is in the Wartime mode. Correct and resubmit.
xERC	SEP	Transaction Eligibility for Reenlistment code is not compatible with the transaction SPD. Appendix D, table 1, gives correct compatibility. Correct and resubmit.
xERS	ERPT FID N, O FID N, O, P, Q	Year and month of last efficiency report is invalid. Correct and resubmit. Year and month of last efficiency report is blank and/or EER verification code is blank. Correct and resubmit.
xESA	COMP, FID L, N, O, P, Q	1. Incompatibility between service component, term of service and expiration of term of service and transaction date. Correct and resubmit. 2. Service component, term of service or service agreement is blank. Correct and resubmit.
xESV	ERPT, FID N, O, P, Q	1. EER verification code is invalid. Correct and resubmit. 2. EER verification code is not later than the SPF PEBD or earlier, than the Cycle Date or SPF year/month of Efficiency Report plus 1 month. Correct and resubmit.
xETS	COMP, DSEP, ETS, RENL, FID L, N, O, P, Q	1. Expiration of Term of Service is invalid. Correct and resubmit. 2. Invalid delay in separation code. Correct and resubmit. 3. Transaction ETS is not later than the ETS on the SPF and/or the transaction date. Correct and resubmit. 4. Transaction ETS is not later than the ETS on the SPF plus 48 months. Correct and resubmit. 5. ETS is incompatible with the transaction date. Correct and resubmit. 6. Incompatibility exists between ETS and Term of Service and/or BASD. Correct and resubmit.
xEWC	RENL, FID Q	Enlistment/Reenlistment waiver codes are invalid. Valid codes are: A, B, C, D, E, F, G, H, J, M, O, P, R, S, T, U, V, W, X, and Ø Correct and resubmit.
xFCD	FLAG	Invalid Flag-1 or Flag-2 code equal to KB is used. The second position code of B (interim report) cannot be used with first position code K (Weight Control Program). Correct and resubmit.
xFHA	FHAI	FHA Insurance Eligibility Certificate Indicator is invalid. Valid codes are Y or N or blank. Correct and resubmit.
xFID	All FIDs	Format Identification code is invalid. Correct and resubmit.
xFLG	AREA, GRCH, RAPT, REEN, FID N, O, P, Q GRCH, RAPT, RENL	Transaction will not process until SPF Flag is removed.
xFL2		Flag-1 present on SPF and has not been finalized. Transaction will not process.
xFMT	GRCH, RAPT, RENL NCRA, All	Flag-2 present on SPF and has not been finalized. Transaction will not process. DEROS and DROS are present in the transaction. Correct and resubmit. Format of the Transaction is invalid. Correct and resubmit.
xFST	AFST, FID L	Area of Current/Last Foreign Service Tour is invalid. Correct and resubmit.
xFFSQ	FLAG	Flag-1 or Flag-2 for Suspension of Favorable Personnel Action Reason Code is equal to reason code on the SPF, however, Type Report Code is not compatible with SPF Type Report Code that has been previously reported. Correct and resubmit.
xFWD	AWDS	Foreign Awards Code in invalid. Correct and resubmit.
xGCM	GCMS	Year and Month of Good Conduct Medal Suspense is invalid. Correct and resubmit.
xGCS	GCMS, FID N, O	Good Conduct Medal Suspense date is later than the cycle date plus 3 years.
xGHA	GRCH	Grade How Acquired Code is invalid. Correct and resubmit. Transaction Grade Code is not one grade higher than SPF Grade Code and/or transaction How Acquired Code is not compatible with SPF Grade Code, Control Branch, and/or MPC.
xGRD	GRCH, BR, PMOS, DOR, FLAG, GRDC, PPTR, PRMI, RAPT, General, FID L, N, O, P, Q, JACT	Grade Code is invalid or blank. Correct and resubmit. Grade Code is incompatible with SPF MPC. Correct and resubmit. Incompatibility exists between Grade Code and SPF Control Branch/MOS. Correct and resubmit. Transaction Grade Code is incompatible with SMEF MOS Skill Level. Correct and resubmit.

Table C-2
Required actions for errors in personnel office level transactions—Continued

Error Mnemonic	Transaction	Reason and required action
		Grade Code is incompatible with SPF Grade Code. Correct and resubmit. Year and Month of Last Photograph is not compatible with the transaction Grade Code. Correct and resubmit. Promotion Indicator Code is not compatible with SPF Grade or Control Branch. Correct and resubmit.
	PBAR	Transaction is not applicable for Grade Code A.
xGTA	GTAS, FID N, O, P, Q	Individual is being suspended from automatic advancement to PV2, PFC, or E4, however SPF grade code does not equal 1, 2, or 3. Correct and resubmit. General Technical Aptitude Score is invalid. May be blank or in the range 040 through 160. Correct and resubmit.
xGUC	FID Q	Gaining UPC invalid or incompatible with SOMF record.
xHAD	EDAT	Home of Record Code at the Time of Entry on Active Duty is invalid. Correct and resubmit.
xHBA	HOBA, FID N, L, O, P, Q	Transaction Regimental Homebase is spaces or invalid. Correct and resubmit.
xHGT	PHYS	Height Code is invalid. Must be in the range of 54 through 82. Correct and resubmit.
xHOR	EDAT	Home of Record Entry on Active Duty code is invalid. May be numeric 01 through 99. If not numeric, position 1 must be alpha (A–Z) and position 2 must be alpha/numeric (A–Z or 1–9).
xHOS	MEDI, MEDR	Internship/Residency Hospital Code is invalid. Correct.
xIDB	AWDS	Identification Badge code is invalid. Correct and resubmit.
xIND	PRMS, FID N	Promotion Indicator code is invalid. Must be "P" or blank. Correct and resubmit.
	PRMS, FID N, O, P, Q	Promotion Indicator code is incompatible with Promotion/Progression MOS. Correct and resubmit.
xIPY	IPAY	Incentive Pay Code is invalid. Valid codes are: FLYING, FLY, JUMP, DEMO, LEPER, ESD, or blanks. Correct and resubmit.
		Action Code is invalid. Must be "AUTH" or "STOP." Correct and resubmit.
xIRO	RENL	Immediate Reenlistment Option Code is invalid. See appendix C, AR 680–29, for valid codes and/or DD Form 4. Blanks are valid in wartime mode only. Correct and resubmit.
xIRR	SEP	Invalid separation to IRR indicator code. Correct and resubmit.
xLAT	DLAB	Blank/Invalid DLAB score; must be in the range 012 through 164.
xLCT	ALCT, FID N, O, P, Q, L	Area of Last Combat Tour is invalid. May be blank or if not blank, must be B, C, D, E, F, G, H, L, S, T, U, V, W, or Z. Correct and resubmit.
		Year and Month of Last Combat Tour is invalid. Correct and resubmit.
xLIC	FID P, Q, CDAT	Duty Language Identity Code is invalid. Correct and resubmit.
xLCD	ALCT	Year and Month of Last Combat Tour is incompatible with the Last Combat Tour code and/or transaction date. Correct and resubmit.
xLMC	SEP	Last Command of Assignment Code is invalid. Correct and resubmit.
xLOC	UR	Location Code is invalid. (Card columns 62 through 64 or Card #1 of UR Transaction). Correct and resubmit.
xMAC	MADC, OCVE	Major Subject of College Education Code is invalid. Correct and resubmit.
xMAR	MARS	Marital Status code is invalid. Valid codes are: A, D, I, J, L, M, S, and W. Blanks are valid when in a Wartime mode only.
xMAT	OAUT	Input Control UPC is not on the SIDPERS Authorized Strength File.
xMCO	MCVO	Main Civilian Occupation Code is invalid. Must be numeric in all three positions. Correct and resubmit.
xMDC	RENL, FID Q	Movement Designator Code is invalid. Check orders and/or AR 310–10 for valid codes (Use the first two characters, e.g., 7A). Correct and resubmit.
xMEF	MLED	Transaction is being input to add a MLED of none but SPF shows a higher Military Education School/Degree than what is being reported. Correct and resubmit.
xMEL	MLED	Highest Military Education Level code is invalid or incompatible with MPC. Valid codes are in AR 680–29. Correct and resubmit.
xMID	AWDS	Military Decorations Badge Code is invalid. Correct and resubmit.
xMNO	FSVD	Number of Months Overseas is blank or invalid. Correct and resubmit.
		Number of Months is invalid for the type of change.
xMON	MEDI, MEDR	Internship/Residency months are invalid or incompatible with the type of change. Correct and resubmit.
	DLOS	Requested New Arrival Month is invalid. May be blank or in the range 01 to 12. Correct and resubmit.
	UR	Months Served is blank. Correct and resubmit.
xMOS	GRCH, POSN, PMOS, PRMS, SMOS, FID L, N, O, P, Q, CDAT	Transaction MOS does not equal the MOS on the SIDPERS MOS Edit File (SMEF). Correct and resubmit.
		SMEF Enlisted Personnel Management Designator (EPMS) is not compatible with transaction MOS. Correct and resubmit.
		Transaction is incompatible with SMEF Record Status Code (RCS). Correct and resubmit.
		MOS is incompatible with SMEF Implementation/Recession Date. Correct and resubmit.
		MOS is incompatible with SPF Military Personnel Class (MPC). Correct and resubmit.
		PMOS is invalid. Correct and resubmit.
xMPC	General	Military Personnel Class (MPC) code is invalid. Correct and resubmit.

Table C-2
Required actions for errors in personnel office level transactions—Continued

Error Mnemonic	Transaction	Reason and required action
		Incompatibility exists between MPC and Grade, Branch, MOS and/or CONUS/OCONUS Area of Preference (APRF). Correct and resubmit.
xN-D	DEPN, MARS, FID L, N, O, P, Q, K	Transaction Flag-1 or Flag-2 is being submitted with code of KE (final favorable weight control report for enlisted or warrant officer), but MPC does not equal E or W.
xNCO	NCOG	Number of Dependents Code is invalid. Must be in the range 00 through 99. Correct and resubmit.
xNER	REN, FID Q	NCO Education Code is invalid. May be blank or if not, must be 0, 1, 2, 3, A, C, D, F, K, L, M, N, P, R, S, T, V, W, X, Y, or Z. Correct and resubmit.
xNIF	APTD	Number of Times Enlistment/Reenlistment code is invalid. Must be the range of 0 through 3. Correct and resubmit.
xNIU	GRCH	Transaction Type of Original appointment and/or Source of Original appointment is spaces. Correct and resubmit.
xNLT	NSLT	GRCH Transaction submitted with a grade that matches SPF grade. Correct and resubmit grade if applicable. If correct grade was submitted, D/73 error control number.
xNMD	AWDS	Number of Long Overseas Tours is invalid. Valid code is 0 through 9. Correct and resubmit.
xNME	NAME, LNAM	Nonmilitary Decoration Code is invalid. Correct and resubmit.
xO-C	OAUT, OPER, INQY	Transaction Name does not match the name on the SPF. (Transaction SSN does match.) Correct and resubmit.
xOAP	APRF, FID L, N, O, P, Q	Transaction Output Code is not valid. Valid codes are C, L, M, R and S. Correct and resubmit.
xOMF	FID Q	Overseas Area of Preference code is invalid. May be blank. See AR 680-29, appendix B. For Alaska use 02; for Hawaii use 15.
xORC	FID L, N, O, P, Q, R, U	Transaction Gaining UPC is not compatible with SOMF record type. Correct and resubmit.
xOSL	FSVD	Originator Code is invalid. Correct and resubmit.
xP-P	PHYS, FID L, N, O, P, Q	Overseas Location Code is invalid. Correct and resubmit.
xP-S	FID Q, UM	Physical Profile Code is invalid and/or incompatible with Physical Category Code. Correct and resubmit.
xPAD	PADR, FID U	Position Status Code is invalid. See AR 680-29 for valid codes and explanations. Correct and resubmit.
xPAS	ASI/PMOS	Privacy Act Disputed Record Code is invalid. See AR 680-29 for valid codes and explanations. Correct and resubmit.
PBD	PRMS	Primary Additional Skill Identifier (PASI) is invalid or blank. Correct and resubmit.
		PMOS is blank or not compatible with the SMEF. Correct and resubmit.
		PASI is not on the ASI table. Correct and resubmit.
		Promotion points current, current promotion date, promotion points previous, or previous promotion date is not present. Correct and resubmit.
		Current promotion date is equal to zeros, but promotion points current is not equal to zeros. Correct and resubmit.
		Previous promotion date is equal to zeros, but promotion points previous is not equal to zeros. Correct and resubmit.
		Transaction previous promotion date and transaction promotion points previous contain valid data, but the SPF promotion points current is equal to spaces. Correct and resubmit.
xPCO	AVDA	Safety/Test Pilot Course code is invalid. See AR 680-29 for valid codes and explanations. Correct and resubmit.
xPCR	PCER	State of Professional Certification Code and/or Year of Professional Certification Code is incompatible with Professional Certification Status Code. Correct and resubmit.
xPCS	DPRT, LPCS, FID P	Year and Month of last PCS is invalid. Correct and resubmit.
xPDT	PRMS	Year and Month of last PCS is incompatible with the cycle date. Correct and resubmit.
xPGI	PPTR	Transaction current promotion date is equal to or less than the SPF current promotion date. Correct and resubmit.
xPGR	RAPT	Invalid Previous Grade Indicator Code. Correct and resubmit.
xPGU	DPRT, REVA	Permanent Grade Code is invalid. Correct and resubmit.
xPID	FID Q	Transaction Gaining UPC is equal to transaction Losing UPC. Correct and resubmit.
xPHC	PHYS	Parent UIC is blank or invalid. See AR 680-29 for valid codes.
		Physical Category Code is invalid. See AR 680-29 for valid codes and explanations. Correct and resubmit.
xPMI	PRMI, FID L, N, O, P, Q	Promotable Indicator Code is invalid. Correct and resubmit.
		Promotable Indicator Code is incompatible with MOS, Branch, and/or Grade. Correct and resubmit.
xPMS	GRCH, PMOS, FID L, N, O, P, Q	Primary Military Occupational Specialty Code is invalid or incompatible with SMEF. Correct and resubmit.
		Special Duty Assignment Pay Status is incompatible with the SPF record PMOS. Correct and resubmit.
xPMS	GRCH, PMOS, SDAP, FID L, N, O, P, Q	PMOS is incompatible with Grade and Control Branch. Correct and resubmit.
xPNO	OAUT, FID Q, UM	Invalid Position Number exists. Correct and resubmit.

Table C-2
Required actions for errors in personnel office level transactions—Continued

Error Mnemonic	Transaction	Reason and required action
xPOB	DEPD, DOB	Country and/or State of Birth is invalid. Correct and resubmit. May be blank; if not blank may be 01–99. If not numeric, position 1 must be alpha (A–Z) and position 2 must be alpha/numeric (A–Z or 1–9). Country and/or State of Birth is incompatible with Country of Citizenship for spouse. Correct and resubmit.
xPPC	PRMS	Current Promotion Points are invalid. Correct and resubmit.
xPPN	PPN, FID Q	Procurement Program Number is invalid. See AR 601–110 for valid codes and explanations. Correct and resubmit.
xPPP	PRMS	Previous Promotion Points are invalid. Correct and resubmit.
xPQL	PCER	Professional Certification Status Code is invalid. Valid codes are A, B, F, G, or Z. Correct and resubmit.
xPRC	INQY	File queried code is invalid. Valid codes are 1, 2, 3, 4, 5, 6, or 7. Correct and resubmit.
xPRD	SDAP	Special Duty Assignment Pay Status Code is incompatible with SPF PMOS, DMOS SQI, Grade and/or Sex. Correct and resubmit.
xPRG	OCVE	Program Source Code is invalid. See AR 680–29 for valid codes.
xPRQ	PCER	Invalid Professional Certification Status Code. Correct and resubmit.
xPRS	PRMS, FID L, N, O, P, Q	1. Promotion/Progression MOS Code is invalid. Correct and resubmit. 2. Promotion/Progression MOS is incompatible with the Grade, Promotion Indicator, SMEF. Correct and resubmit.
xPSI	GRCH, PMOS, FID L, N, O, P, Q	1. PSSI/ASI 1 is incompatible with Grade. Correct and resubmit. 2. PSSI is incompatible with SMEF, SMEF Record Status Code, and/or cycle date.
xPUD	FID L, N, O, P, Q, R, U	Parent Unit Designator (PUD) is invalid. Correct and resubmit.
xQAL	ACSI	Aircraft Qualification code is invalid. See AR 680–29 for valid codes and explanations. Correct and resubmit.
xR–C	OPER	Requirement Code is invalid. Valid codes are: A, E, O, or W. Correct and resubmit.
xRCE	RACE	Race/Population Group Code is invalid. See AR 680–29 for valid codes and explanations. Correct and resubmit.
xRDF	ADMD	Record Deletion File code is invalid. Must be “SPF,” “SAT,” or “ALL.” Correct and resubmit.
xREL	RELG	Religious Denomination code is invalid. See AR 680–29 for valid codes and explanations. Correct and resubmit.
xREP	DPRT	Incompatibility exists between the transaction reporting date, cycle date, and/or transaction date. Correct and resubmit.
xRES	FID Q	State of Residence at the Time of Entry on Active Duty code is invalid. See AR 680–29 for valid codes and explanations. Correct and resubmit.
xRFC	ETS	Reason for Change of ETS code is invalid. See AR 680–29 for valid codes and explanations. Correct and resubmit.
xRGA	REGA	Invalid Regimental Affiliation Field-directed Reassignment Code is used. May be blank or A, B, N, or S. Correct and resubmit.
xRGT	REGT, FID L, N, O, P, Q	Regimental Affiliation is blank or incompatible with Regimental Affiliation Table. Correct and resubmit.
xRSC	All Transactions	Record Status Code is invalid. Correct and resubmit. May only be A, B, C, D, E, F. Incompatibility exists between the transaction RSC and SPF RSC, and/or SPF Unit Status Code. See AR 680–29 for valid codes and explanations. Correct and resubmit.
xRSN	DLOS	Reason Code is invalid. Must be alphabetic and in the range AA through YZ. Correct and resubmit.
xSAS	ASI, SMOS	Additional/Secondary, Additional Skill Identifier Code is invalid. See AR 611–101 or 611–201 for valid codes, depending if the individual is an Officer or Enlisted. AR 611–112 for Warrants.
xSAP	APTD	Source of Original Appointment Code is invalid. See AR 680–29 for valid codes and explanations. Correct and resubmit.
xSCH	OCVE	Civilian Education Institution Code is invalid. See AR 680–29, appendix H, for valid codes. Correct and resubmit.
xSDI	SEP	Separation Document Issued and/or character of Service code are invalid. Correct and resubmit.
xSDP	SDAP, PMOS, GRCH, FID L, N, O, P, Q	Invalid Special Duty Assignment Pay Status code. Code must be 0, 1, 2, 3, 4, 5, 6, 7, or blank. Correct and resubmit. Error found on a match between the Transaction Special Duty Assignment Pay Status and SPF Grade and/or SPF MOS. Correct and resubmit.
xSEX	SEX, GRCH, PMOS, SEP, FID L, N, O, P, Q	Sex Code is invalid or incompatible with the SMEF. Correct. Sex Code is incompatible with SPD. Correct and resubmit.
xSFE	FID Q	State from which Entered Active Duty code is invalid. Correct.
xSGI	SEP, FID K	Servicemens Group Life Insurance Coverage code is blank or invalid. Correct and resubmit.
xSIQ	FID E, F	Special Instructions or Qualifications code is invalid. See AR 614–185 and AR 614–200 for valid codes. Correct and resubmit.
xSIS	FID L, N, O, P, Q, U	Security Investigation Status Code is invalid. Correct and resubmit.

Table C-2
Required actions for errors in personnel office level transactions—Continued

Error Mnemonic	Transaction	Reason and required action
xSMA	FID U	Individual is in a SMA Duty Status which is incompatible with the Type of Transaction or SPF MPC.
xSMP	SPDR	GRCH will not process with the system in a Wartime mode and if Duty Status is SCA or SMA unless change is DA directed. Transaction is being input to delete Spouse Data Record and erroneously includes MPC of Active Duty Spouse. Correct and resubmit.
xSMS	SMOS, FID L, N, O, P, Q	Transaction is being input to add data to the Spouse Data Record, however, transaction does not include spouse's Military Personnel Class Code. Correct and resubmit.
xSNS	SPDR	Secondary Military Occupational Specialty code is invalid. Correct and resubmit. Social Security Number of Military Spouse is invalid. Correct and resubmit. Social Security Number of Military Spouse is incompatible with SSN on SPF. Correct and resubmit.
xSPC	ABCD, MEDI, MEDR	1. American Board Certification Specialty Code is invalid. Correct and resubmit. 2. Medical Specialty of Internship/Residency is blank, invalid or incompatible with type of change. Correct and resubmit.
xSPD	DFR, FENL, RENL, SEP, TRAN	1. Separation Program Designator Code is invalid. Correct and resubmit. 2. Separation Program Designator Code is incompatible with SPF MPC. Correct and resubmit.
xSPY	SPAY	Special Pay Number 1 or 2 is invalid. Correct and resubmit.
xSQI	GRCH, PMOS, SMOS- FID L, N, O, P, Q, CDAT	1. Special Qualification Identifier Code is invalid. Correct and resubmit. 2. AWI is incompatible with MOS on the SMEF and/or the SPF. Correct and resubmit. 3. SQI is incompatible with authorized grade code on the SASF and/or the SMEF. Correct and resubmit.
xSQT	FID P	Date SQT Administered-2, SQT Percentile, SQT Code and/or SQT Score is blank. Correct and resubmit.
xSSI	FID L, O, P, Q, N	Verification Status Social Security Number (VSSSN) is invalid. May be blank; must be B, H, I, N, P, R, U, V. Correct and resubmit.
xSSN	SSAN	Social Security Number is invalid. Correct and resubmit.
xSTA	UG (CMAD), NX	Street Address is blank or more than one embedded blank between characters. Correct and resubmit. Street address is invalid. First position must be A-Z or 0-9 followed by a mix of A-Z, 0-9, or the special character "/" (slash). Correct and resubmit.
xSTB	SBAR	Invalid State of Bar Exams Code. Correct and resubmit.
xSTE	UG (CMAD), PCER	State Code is invalid. See AR 680-29 for valid codes. State of Professional Certification code is incompatible with Professional Certification status code and/or Year of Professional Certification. Correct and resubmit.
xSTT	FID P	Most recent strength type transaction code is invalid. Must be A2 xx , A7 xx , B2 xx
xSVA	COMP, FID L, N, O, P, Q	Error found between the transaction service agreement ESA and component. Correct and resubmit.
xSVC	COMP, FID L, N, O, P, Q	Service Agreement Code is invalid. Correct and resubmit.
xTAP	APTD	Type of Original Appointment Code is invalid. Correct and resubmit.
xT-D	SASF Transactions	Transaction Date and Cycle Date are incompatible. Correct and resubmit.
xT-T	GRDC, PRMS, VRBM, TRAN, FID Q, All Transactions	Accession Transaction is rejected because individual is already on the file. Correct and resubmit.
xTCC	FSVD	Transaction VRB MOS and/or Bonus Indicator Code is blank.
xTCN	DFR, FENL, SEP	Overseas Tour Completion Code is invalid and/or incompatible with type of change. Transaction Change Number (TCN) is incompatible with T-T. Correct and resubmit. TCN is invalid.
xTCO	OTCO	Test Control Officer Number is invalid. Correct and resubmit.
xTEL	NX, FID W	Telephone Number is invalid. If not spaces, may be alpha/numeric.
xTOA	JACT	Type of action code is invalid. Correct and resubmit.
xTRI	FSVD	Tour-Indicator Code is invalid. Correct and resubmit.
xTRM	ETS, FID Q, COMP	Term of Service is incompatible with reasons for change and/or service component.
xTTD	SEP	Type of Separation code is invalid. Correct and resubmit.
xUNA	AWDS	Unit Award Code is invalid. Correct and resubmit.
xUND	UR	Unit Designation Code is invalid. May be all spaces or Position 1 must contain an alpha/numeric character followed by a mix of alpha/numeric characters with no more than one embedded space between characters.
xUNM	All Transactions	This error indicates an unmatched condition when the input transaction is matched against the current SIDPERS files (SPF, SMEF, etc.), e.g., Name and/or Social Security Number. Correct and resubmit.
xUNR	UR	Unit Number is invalid. May be spaces or alpha/numeric. Correct and resubmit.
xUPC	All Transactions	1. Unit Processing Code (UPC) is invalid or incompatible when matched against, the SPF, SAF, SROF, SOMF. Correct and resubmit. 2. Unit Processing Code is incompatible with the Record Status Code (RCS). (See chap 2, para 2-8e for information on the UPC.) Correct and resubmit.

Table C-2
Required actions for errors in personnel office level transactions—Continued

Error Mnemonic	Transaction	Reason and required action
xVMS	VRBM, FID L, N, O, P, Q	Variable Reenlistment Bonus Military Occupational Specialty Code is invalid or not on the SMEF. Correct and resubmit.
xVNR	INQY	Transaction voucher number does not match the PPA code. Correct and resubmit.
xVOU	INQY	Voucher Number is invalid. Correct and resubmit.
xVRB	VRBM, FID N, O, P, Q	Variable reenlistment Bonus Date is invalid or later than the cycle date. Correct and resubmit.
xVRD	VRBM, RENL	Variable Reenlistment Bonus Date is invalid. Correct and resubmit.
xVSN	DOB, SSAN	Incompatibility exists between the VSSN and the date elements in this transaction. Correct and resubmit.
xVS1	NAME	Transaction Name is incompatible with VSSSN. Correct and resubmit.
xVS2	NAME	Transaction Name is incompatible with VSSN. Correct and resubmit.
xWGT	PHYS	Weight code is invalid. Correct and resubmit.
YBR	SBAR	Year of Bar Exam is invalid. Correct and resubmit.
xYPC	PCER	Year of Professional Certification code is invalid. Code must be 00 through 99, ZZ, or spaces. Correct and resubmit.
xYPS	GRCH, YMPS	Year and Month of Photograph Suspense is invalid and/or incompatible with cycle date.
xYRR	PCER	Year of Professional Certification code is incompatible with Professional Certification status code and/or State of Professional Certification code. Correct and resubmit.
xYVS	VMOS, FID N, O, P, Q	Year of verified or retained SMOS field is invalid. Correct and resubmit. Verified/retained SMOS is incompatible with BASD plus 16 months. Correct and resubmit.
xZIP	UG, FID W	Zip Code field is invalid. Correct and resubmit. Zip Code/APO field is invalid. Correct and resubmit.

Appendix D

SPD Codes

Enlisted separation program designator chart and valid codes for service component, sex, reenlistment eligibility, separation document issued/character of service, and type transaction.

Table D-1 provides enlisted transaction guidance when DD Form 214 is prepared. See AR 680-29 Section V, for transaction guidance when no DD Form 214 is prepared.

Table D-1
Enlisted separation program designator chart and valid codes

SPD	Service component	Sex	Elig for reenlistment	Seprn document issued/ character of service	Type transaction
JBK	G, V, R, T	M,F	1Ø 1A, 1B, 1C 2Ø 2A, 2B, 3Ø 3A, 3B, 3C, 4Ø 4A	AA, HY	NA
JBM	G, V, R, T	M,F	1B, 2Ø 2A, 2B 2C, 3Ø 3A, 3B 3C, 4Ø 4A	AA, HY	NA
JCC	G, V, R, T	M,F	2Ø 2A, 2B, 2C 3Ø 3A, 3B, 3C 4Ø 4A	AA, HY	NA
JCM	G, V, R, T	M,F	3Ø 3A, 3B, 3C 4Ø 4A	AA, BB	NA
JCP	G, V, R, T	M,F	4Ø 4A	AA, BB	NA
JDA	G, V, R, T	M,F	3Ø 3A, 3B, 3C 4Ø 4A	AA, BB, EE, HY	NA
JDG	G, V, R, T	M,F	2Ø 2A, 2B, 2C 3Ø 3A, 3B, 3C 4Ø 4A	AA, BB, HY	NA
JDK	G, V, R, T	M,F	4Ø 4A	AA, BB, EE	NA
JDN	G, V, R, T	M,F	2Ø 2A, 2B, 2C 3Ø 3A, 3B, 3C 4Ø 4A	AA, BB, HY	NA
JFB	G, V, R, T	M,F	2Ø 2A, 2B, 2C 3Ø 3A, 3B, 3C 4Ø 4A	HY	NA
JFC	G, V, R, T	M,F	2Ø 2A, 2B, 2C 3Ø 3A, 3B, 3C 4Ø 4A	AA, HY	NA
JFF	G, V, R, T	M,F	1Ø 1A, 2Ø 2A 2B, 2C, 3Ø 3A 3B, 3C	AA, BB, HY	NA
JFL	G, V, R, T	M,F	2Ø 2A, 2B, 2C 3Ø 3A, 3B, 3C 4Ø 4A	AA, BB, HY	NA
JFP	G, V, R, T	M,F	4Ø 4A	AA, BB	NA
JFR	G, V, R, T	M,F	3Ø 3A, 3B, 3C 4Ø 4A	AA, BB	NA
JFS	G, V, R, T	M,F	3Ø 3A, 3B, 3C 4Ø 4A	AA, BB, EE	NA
JFT	G, V, R, T	M,F	3Ø 3A, 3B, 3C 4Ø 4A	AA, BB, HY	NA
JFV	G, R, T, V	M,F	3Ø 3A, 3B, 3C	AA, BB, HY	NA
JFX	G, V, R, T	M,F	2Ø 2A, 2B, 2C 3Ø 3A, 3B, 3C 4Ø 4A	AA, BB, HY	NA
JGA	G, V, R, T	M,F	3Ø 3A, 3B, 3C	HY	NA
JHJ	G, V, R, T	M,F	3Ø 3A, 3B, 3C	AA, BB	NA
JJC	G, V, R, T	M,F	3Ø 3A, 3B, 3C 4Ø 4A	DD, FF	NA
JJD	G, V, R, T	M,F	3Ø 3A, 3B, 3C 4Ø 4A	DD, FF	NA
JKB	G, V, R, T	M,F	3Ø 3A, 3B, 3C 4Ø 4A	AA, BB, EE, HY	NA
JKD	G, R, T, V	M,F	3B, 3C	AA, BB, EE, HY	NA
JKF	G, R, T, V	M,F	3B, 3C	AA, BB, EE, HY	NA
JKK	G, R, T, V	M,F	3Ø 3A, 3B, 3C	AA, BB, EE, HY	NA
JKM	G, V, R, T	M,F	3Ø 3A, 3B, 4Ø 4A	AA, BB, EE, HY	NA
JKN	G, V, R, T	M,F	3Ø 3A, 3B, 3C 4Ø 4A	AA, BB, EE, HY	NA

Table D-1
Enlisted separation program designator chart and valid codes—Continued

SPD	Service component	Sex	Elig for reenlistment	Sepn document issued/ character of service	Type transaction
JKQ	G, V, R, T	M,F	3Ø 3A, 3B, 3C 4Ø 4A	AA, BB, EE, HY	NA
JND	G, V, R, T	M,F	3Ø 3A, 3B, 3C 4Ø 4A	AA, BB, HY	NA
JPC	G, V, R, T	M,F	3Ø 3A, 3B, 3C	AA, BB, HY	NA
JPD	G, V, R, T	M,F	3Ø 3A, 3B, 3C	AA, BB, HY	NA
JRA	G, V, R, T	M,F	4Ø	AA, BB, EE	NA
JRB	G, V, R, T	M,F	4Ø	AA, BB, EE, HY	NA
JRC	G, V, R, T	M,F	4Ø	AA, BB, EE	NA
KBH	V, R	M,F	3Ø 3A, 3B, 3C	AA, HY	NA
KCL	G, V, R, T	M,F	3Ø 3A, 3B, 3C 4Ø 4A	AA, BB	NA
KCM	G, V, R, T	M,F	3Ø 3A, 3B, 3C 4Ø 4A	AA, BB	NA
KCQ	G, V, R, T	M,F	3Ø 3A, 3B, 3C 4Ø 4A	AA, BB, HY	NA
KDB	G, V, R, T	M,F	3Ø 3A, 3B, 3C 4Ø 4A	AA, BB, HY	NA
KDF	G, V, R, T	M,F	2Ø 2A, 2B, 2C 3Ø 3A, 3B, 3C 4Ø 4A	AA, BB, HY	NA
KDG	G, V, R, T	M,F	3Ø 3A, 3B, 3C 4Ø 4A	AA, BB, HY	NA
KDH	G, V, R, T	M,F	3Ø 3A, 3B, 3C 4Ø 4A	AA, BB, HY	NA
KDK	G, V, R, T	M,F	4Ø 4A, 4B	AA, BB, EE	NA
KDS	G, V, R, T	M,F	3Ø 3A, 3B, 3C 4Ø 4A	AA, HY	NA
KFF	G, V, R, T	M,F	1Ø 1A, 2Ø 2A, 2B, 2C 3Ø 3A, 3B, 3C 4Ø 4A	AA, BB	NA
KFN	G, V, R, T	M,F	3Ø 3A, 3B, 3C 4Ø 4A	AA, BB, HY	NA
KFS	G, V, R, T	M,F	3Ø 3A, 3B, 3C 4Ø 4A	AA, BB, EE, HY	NA
KFT	G, V, R, T	M,F	2Ø 2A, 2B, 2C 3Ø 3A, 3B, 3C 4Ø 4A	AA, BB, HY	NA
KGF	G, V, R, T	M,F	3Ø 3A, 3B, 3C 4Ø 4A	AA, HY	NA
KGL	G, V, R, T	M,F	2Ø 2A, 2B, 2C	AA, HY	NA
KGN	G, V, R, T	M,F	2Ø 2A, 2B, 2C	AA, HY	NA
KGX	G, V, R, T	M,F	2Ø 2A, 2B, 2C	AA	NA
KHC	G, V, R, T	M,F	1Ø 1A	AA, HY	NA
LBK	G, V, R, T	M,F	1Ø 1A, 1B, 2Ø 2A, 2B, 2C, 3Ø 3A, 3B, 3C, 4Ø 4A	HA, HY	NB
LBM	G, V, R, T	M,F	1B, 2Ø 2A, 2B 2C, 3Ø 3A, 3B 3C, 4Ø 4A	HA, HY	NB
LCC	G, V, R, T	M,F	1Ø 1A, 1C, 2Ø 2A, 2B, 2C, 3Ø 3A, 3B, 3C, 4Ø 4A	HA, HY	NB
LDG	G, V, R, T	M,F	2Ø 2A, 2B, 2C 3Ø 3A, 3B, 3C	HA, HY	NB
LDN	G, V, R, T	M,F	2Ø 2A, 2B, 2C 3Ø 3A, 3B, 3C 4Ø 4A	HA, HY	NB
LFC	G, V, R, T	M,F	2Ø 2A, 2B, 2C 3Ø 3A, 3B, 3C 4Ø 4A	HA, HY	NB
LFF	G, V, R, T	M,F	1Ø 1A, 2Ø 2A 2B, 2C, 3Ø 3A 3B, 3C, 4Ø 4A	HA, HY	NB
LFT	G, V, R, T	M,F	3Ø 3A, 3B, 3C 4Ø 4A	HA, HY	NB
LFV	G, R, T, V	M,F	3Ø 3A, 3B, 3C	AA, BB, HA, HY	NA
LGA	G, V, R, T	M,F	3Ø 3A, 3B, 3C	HA, HY	NB

Table D-1
Enlisted separation program designator chart and valid codes—Continued

SPD	Service component	Sex	Elig for reenlistment	Seprn document issued/ character of service	Type transaction
LHJ	G, V, R, T	M,F	3Ø 3A, 3B, 3C 4Ø 4A	HA	NB
MCD	V, R	M,F	1Ø 1A, 2Ø 2A 2B, 2C, 3Ø 3A 3B, 3C, 4Ø 4A	HA, HY	NB
MCQ	G, V, R, T	M,F	3Ø 3A, 3B, 3C 4Ø 4A	HA, HY	NB
MDB	G, V, R, T	M,F	3Ø 3A, 3B, 3C 4Ø 4A	HA, HY	NB
MDF	G, V, R, T	F	2Ø 2A, 2B, 2C 3Ø 3A, 3B, 3C 4Ø 4A	HA, HY	NB
MDG	G, V, R, T	M,F	3Ø 3A, 3B, 3C 4Ø 4A	HA, HY	NB
MDH	G, V, R, T	M,F	3Ø 3A, 3B, 3C 4Ø 4A	HA, HY	NB
MDN	G, V, R, T	M,F	2Ø 2A, 2B, 2C 3Ø 3A, 3B, 3C 4Ø 4A	HA, HY	NB
MDS	G, V, R, T	M,F	2Ø 2A, 2B, 2C 3Ø 3A, 3B, 3C 4Ø 4A	HA, HY	NB
MFF	G, V, R, T	M,F	1Ø 1A, 2Ø 2A 2B, 2C, 3Ø 3A 3B, 3C, 4Ø 4A	HA	NB
RBD	G, V, R	M,F	4Ø 4A, 4R	GA	NC
SFJ	G, V, R, T	M,F	3Ø 3A, 3B, 3C 4Ø 4A, 4R	GA	NC
SFK	G, V, R, T	M,F	4Ø 4A, 4R	GA	NC
VBK	G, V, R	M,F	4Ø 4A, 4R	AA	NA
YDA	G, V, R, T	M,F	3Ø 3A, 3B, 3C 4Ø 4A	AA, BB, EE, HY	NA
YDN	G, V, R, T	M,F	2Ø 2A, 2B, 2C 3Ø 3A, 3B, 3C	AA, BB, HY	NA
YFB	G, V, R, T	M,F	2Ø 2A, 2B, 2C 3Ø 3A, 3B, 3C 4Ø 4A	HY	NA
YFC	G, V, R, T	M,F	2Ø 2A, 2B, 2C 3Ø 3A, 3B, 3C 4Ø 4A	AA, HY	NA

Notes:

Table D-2 provides officer/warrant officer transaction guidance when the DD Form 214 is prepared. See AR 680-29, Section V, for transaction guidance when no DD Form 214 is prepared.

Table D-2
Officer/warrant officer separation program designator chart

SPD	Service component	Sex	Type transaction
BDK	G, V, R, T	M,F	NA
BFS	G, V, R, T	M,F	NA
BHK	G, V, R, T	M,F	NA
BNC	G, V, R, T	M,F	NA
BRA	G, V, R, T	M,F	NA
BRB	G, V, R, T	M,F	NA
BRC	G, V, R, T	M,F	NA
DFS	G, V, R, T	M,F	NA
FDF	G, V, R	F	NA
FDL	G, V, R, T	M,F	NA
FFT	G, V, R, T	M,F	NA
FGM	R	M,F	NA
FHC	G, V, R, T	M,F	NA
FHG	G, V, R, T	M,F	NA
FND	G, V, R, T	M,F	NA
JCM	G, V, R, T	M,F	NA
JDK	G, V, R, T	M,F	NA

Table D-2
Officer/warrant officer separation program designator chart—Continued

SPD	Service component	Sex	Type transaction
JDL	G, V, T	M,F	NA
JDN	G, V, R, T	M,F	NA
JFF	G, V, R, T	M,F	NA
JFG	G, V, R, T	M,F	NA
JFL	G, V, R, T	M,F	NA
JFP	G, V, R, T	M,F	NA
JFR	G, V, R, T	M,F	NA
JFV	G, R, T, V	M,F	NA
JGB	G, V, R	M,F	NA
JHF	G, V	M,F	NA
JHK	G, V, R, T	M,F	NA
JKD	G, R, T, V	M,F	NA
JKF	G, R, T, V	M,F	NA
JKK	G, R, T, V	M,F	NA
JNC	G, V, R, T	M,F	NA
JRA	G, V, R, T	M,F	NA
JRB	G, V, R, T	M,F	NA
JRC	G, V, R, T	M,F	NA
KCL	G, V, R, T	M,F	NA
KCM	G, V, R, T	M,F	NA
KCQ	G, V, R, T	M,F	NA
KDK	G, V, R, T	M,F	NA
KFF	G, V, R, T	M,F	NA
KFN	G, V, R, T	M,F	NA
KHK	G, V, R, T	M,F	NA
KNC	G, V, R, T	M,F	NA
LBB	G, V, T	M,F	NB
LBC	G, V, T	M,F	NB
LBK	G, V, T	M,F	NB
LCC	G, V, T	M,F	NB
LDL	G, V, T	M,F	NB
LFF	G, V, T	M,F	NB
LFV	G, R, T, V	M,F	NA
LGB	G, V, T	M,F	NB
LGC	G, V, T	M,F	NB
LGH	G, V, T	M,F	NB
LGJ	G, V, T	M,F	NB
LHH	G, V, T	M,F	NB
LND	G, V, T	M,F	NB
MBK	G, V, T	M,F	NB
MCF	G, V, T	M,F	NB
MCQ	G, V, T	M,F	NB
MDB	G, V, T	M,F	NB
MDF	G, V, T	F	NB
MDJ	G, V, T	M,F	NB
MFF	G, V, T	M,F	NB
MGM	G, V, R	M	NB
MGR	G, V, T	M,F	NB
MGU	G, V, T	M	NB
MHC	G, V, R, T	M,F	NB
MND	G, V, T	M,F	NB
PJD	G, V, R, T	M,F	NA
PKB	G, V, R, T	M,F	NA
PKF	G, V, R, T	M,F	NA
RBD	G, V, R	M,F	NC
RDL	G, V, T	M,F	NC
RHK	G, V, R	M,F	NC
RNC	G, V, R, T	M,F	NC
RRA	G, V, R, T	M,F	NC
RRB	G, V, R, T	M,F	NC
RRC	G, V, R, T	M,F	NC
SBB	R	M,F	NC
SBC	R	M,F	NC
SCC	R	M,F	NC
SFJ	G, V, R, T	M,F	NC
SFK	G, V, R, T	M,F	NC
SGB	G, V, R	M,F	NC
SHK	G, V, R	M,F	NC
SNC	G, V, T	M,F	NC
VBK	G, V, T	M,F	NA

Table D-2
Officer/warrant officer separation program designator chart—Continued

SPD	Service component	Sex	Type transaction
WFJ	G, V, R	M,F	NC
WFK	G, V, R	M,F	NC
WFQ	G, V, R	M,F	NC
YDN	G, V, R, T	M,F	NA

Appendix E

SIDPERS Related Documents

E-1. Guidance of SIDPERS related documents

Table E-1 provides guidance for the identification, maintenance, and disposition of SIDPERS related documents IAW AR 340-series. Retention periods do not pertain to PAS.

E-2. Folders and file Labels

Folders and file labels will be prepared progressively on a monthly, quarterly, semiannual or annual basis, as prescribed by the disposition instructions for each file. When documents are filed in flexible binders, file labels will be affixed in the appropriate position along the top fastened edge of the binder in the same manner prescribed for manila file folders. To conserve paper resources, old folders may be reused in the process of updating folder labels.

E-3. Privacy Safeguards—

a. Documents containing personal information on individuals will be stored and safeguarded in the same manner prescribed in AR 340-17 for FOUO material. Provisions of the Freedom of Information Act (AR 340-17) and Privacy Act (AR 340-21) apply.

b. Classified documents will be destroyed IAW AR 380-5.

c. Unclassified documents marked FOR OFFICIAL USE ONLY will be destroyed IAW AR 340-17.

d. All other documents to be destroyed will be screened to ensure they do not contain material subject to the Privacy Act. If they contain Privacy Act information, destruction will be IAW AR 340-21 series.

E-4. References:

- a. AR 340-2.
- b. AR 340-17.
- c. AR 340-18-7.
- d. AR 340-21.

Table E-1
SIDPERS Reports

RCS/PCN	Report title	Disposition/Retention	Distribution	File No.
#AAC-A11	Authorized Strength Inquiry	Cyclic report. Destroy upon receipt of new report.	PSC.	715-07
AAC-C01	Enlisted Personnel Eligible for Promotion Consideration	Monthly report. Destroy after three months except where file #717-65, AR 340-18-7, or file 717-06, AR 340-2 applies.	Unit, Bn, PSC Bde, Local Selection Board Recorder.	715-07
AAC-C02	Veterans Educational Assistance Suspense Roster	Monthly report. Destroy upon receipt of new report.	Unit and EDCEN.	715-07
#AAC-C03	Weekly Report of AWOLS by name	Weekly report. Destroy upon receipt of new report.	Unit, Bn, PSC, FAO PMO, G2/S2.	715-07
#AAC-C05	Unit Strength Recap	Weekly report. Cut off monthly, hold 1 month and destroy.	Unit, Bn, Bde, PSC, DPCA/G1.	715-07
AAC-C07	Unit Manning Report Position and incumbent Data	Semi-monthly report. Cut off monthly, hold 1 month and destroy.	Unit, Bn, PSC.	715-07
AAC-C09	AWOL Statistical Report	Monthly report. Cut off monthly, hold 1 month and destroy.	Bn, Bde, PSC, DPCA/G1, AG.	715-07
AAC-C10	Recommended List for Promotion of Enlisted Personnel	Monthly report. Destroy after 3 months except where file #717-65, AR 340-18-7, or file #717-06, AR 340-2 applies.	Unit, Bn, PSC.	715-07
AAC-C11	Alpha Roster	Monthly report. Destroy upon receipt of new report.	PSC, DPCA/G1, Post Locator.	715-07
AAC-C13	Loss Roster	Monthly report. Destroy upon receipt of new report.	Bn, PSC, FAO, AG, TRF PT, REENL Ofc.	715-07
AAC-C15	Projected DEROS Roster	Monthly report. Destroy upon receipt of new report.	Unit, MILPO, DPCA/G1 AG, Trans Ofc.	715-07
AAC-C17	Educational Level Survey	Semiannual report. Destroy upon receipt of new report.	Bn, Bde, PSC, EDCEN.	715-07
AAC-C19	Enlisted Skills Inventory and Projected by MOS	Monthly report. Destroy upon receipt of new report.	Unit, Bn, Bde, PSC.	715-07
AAC-C20	Personnel Actions Suspense Roster	Monthly report. Destroy upon receipt of new report.	Unit, Bn, PSC.	715-07

Table E-1
SIDPERS Reports—Continued

RCS/PCN	Report title	Disposition/Retention	Distribution	File No.
AAC-C21	Officer Skills Inventory and Projection by Specialty	Monthly report. Destroy upon receipt of new report.	Bn, Bde, PSC, DPCA/G1.	715-07
AAC-C22	Personnel Photo Suspense Roster	Monthly report. Destroy upon receipt of new report.	Unit, Bn, PSC.	715-07
AAC-C23	Monthly Edit Report SPF MOS Verification	Monthly report. Cut off monthly, hold 1 month and destroy.	Unit and PSC.	715-07
AAC-C24	Good Conduct Medal Suspense Roster	Monthly report. Destroy upon receipt of new report.	Unit, Bn, PSC.	715-07
AAC-C26	Personnel Medical Suspense Roster	Monthly report. Destroy upon receipt of new report.	Unit, Bn, PSC.	715-07
AAC-C27	Personnel Strength Zero Balance Report	Monthly report. Cut off annually or when the reporting unit/activity is reduced to zero strength, hold 1 year in CFA or RHA, retire to NPRC (MPR), 9700 Page Blvd, St. Louis, MO 63132, with the next regular shipment, destroy 56 years after cut off.	Unit/Bn.	715-07
AAC-C28	Personnel Dental Suspense Roster	Monthly report. Destroy upon receipt of new report.	Unit, Bn, PSC.	715-07
#AAC-C29	Organizational Master List	Monthly report. Cut off monthly hold 1 month and destroy.	PSC, DPCA/G1, G3.	715-07
AAC-C30	Personnel Qualification Reports Check Suspense	Monthly report. Destroy upon receipt of new report.	Unit, Bn, PSC.	715-07
#AAC-C31	Enlisted MOS Inventory Part I, by Name	Monthly report. Destroy upon receipt of new report.	PSC.	715-07
#AAC-C33	Enlisted MOS Inventory	Monthly report. Destroy upon receipt of new report.	PSC.	715-07
#AAC-C35	Authorized/Accountable Strength by UPC	As requested. Destroy upon receipt of new report.	PSC.	715-07
AAC-C37	Personnel Qualification Roster	Monthly report. Destroy upon receipt of new report.	Unit, Bn, Bde, PSC, G2/S2.	715-07
#AAC-C40	Unit Personnel Accountability Notices	Semi-monthly report. Unit and PSC destroy upon completion of error resolution. Bn and Bde cut off monthly hold 1 month and destroy previous months upon receipt of new report.	Unit, Bn, Bde, PSC.	715-07
AAC-C45	Company Grade Officer/Warrant Officer Eligible for Promotion	Monthly report. Destroy upon receipt of new report.	Bn and PSC.	715-07
AAC-C47	Roster of Senior Enlisted Personnel	Monthly report. Destroy upon receipt of new report.	Bn, Bde, PSC, DPCA/G1, AG.	715-07
AAC-C49	Roster of Officers	Monthly report. Destroy upon receipt of new report.	Bn, Bde, PSC, DPCA/G1, AG.	715-07
#AAC-C51	AALOC File Listing	Monthly report. Destroy upon receipt of new report.	PSC.	715-07
AAC-C60	Personnel Eligible for Immediate Enlistment/Reenlistment	As required. As requested by user.	Career Counselor	715-07
AAC-C61	Daily Strength Summary	Cyclic report. Cut off monthly, hold one month and destroy.	Bn, Bde, PSC, DPCA/G1, AG.	715-07
AAC-C75	Personnel Eligible for Skill Qualification Test (SQT)	As required. Cut off at end of month, hold 1 month and destroy record copy.	PSC or TCO.	715-07
AAC-C76	Civilian Education Counseling Report	As required. To be determined by PSC.	PSC and EDCEN.	715-07
AAC-C77	Civilian Education Statistical Report	As required. To be determined by PSC.	PSC.	715-07
AAC-C78	SPF Data Sampling Report	Monthly report. Destroy upon receipt of new report.	PSC.	715-07
AAC-C82	SIDPERS Personnel File Edit Report	Quarterly report. Destroy when no longer needed.	Originator and PSC.	715-07
AAC-C86	Mal-Slotted Personnel Report	Monthly report. Destroy upon receipt of new report.	PSC.	715-07
AAC-C87	Qualification Record Part I DA Form 2 (Promotion)	As required. Destroy after selection has been accomplished.	PSC.	715-07
AAC-C89	Potential Assignment Report—Part I, Vacant Positions	As requested. Destroy upon receipt of new report.	PSC.	715-07
AAC-C90	Potential Assignment Report—Part II, Personnel in Erroneous Positions	As requested. Destroy upon receipt of new report.	PSC.	715-07
AAC-C91	Potential Assignment Report—Part III, Personnel Multislotted	As requested. Destroy upon receipt of new report.	PSC.	715-07

Table E-1
SIDPERS Reports—Continued

RCS/PCN	Report title	Disposition/Retention	Distribution	File No.
#AAC-C93	Personnel Qualification Record—Part I, DA Form 2	Quarterly report. Destroy upon receipt of new report.	Indiv, Unit, Bn PSC.	715-07
#AAC-C94	DA Form 2, Reconciliation Listing	Monthly, upon request. Cut off end of the year, hold 1 year and destroy.	PSC.	715-07
AAC-C95	Suspension of Favorable Personnel Actions Report	Monthly report. Destroy upon receipt of new report.	Unit, PSC.	715-07
#AAC-M05	MOS Master File List	Monthly report. Destroy upon receipt of new report.	PSC, DPCA/G1.	715-07
#AAC-P01	Personnel Transaction Register by Unit (PTRU)	Cyclic report. Cut off quarterly, hold 3 months and destroy.	Unit, Bn, PSC.	715-07
#AAC-P11	Personnel Transaction Register by Originator (PTRO)	Cyclic report. Cut off quarterly, hold 3 months and destroy.	Originator, PSC, Bn.	715-07
	Personnel Transaction Summary by Originator	Cyclic report. Cut off quarterly, hold 3 months and destroy.	Originator, PSC.	715-07
AAC-P15	Personnel Transaction Summary by Transaction Mnemonic by Originator	Monthly report. Cut off quarterly, hold 3 months and destroy.	Bn/Bde, PSC.	715-07
AAC-P22	DA Error Notice Listing Part III, DA Error Notice for PSC Resolution	Cyclic report. Hold 1 month and destroy.	PSC.	715-07
AAC-P29	Unresolved Error Report Part II, SIDPERS by Originator	Each processing cycle, if applicable. Originator destroy when all errors have been corrected. Bn and PSC cut off monthly, hold 1 month and destroy.	Originator, Bn, PSC.	715-07
AAC-P41	Error Deletions Processed—Local Input	Cyclic Report. Cut off quarterly, hold 3 months and destroy.	Originator, Bn, PSC.	715-07
AAC-P49	Cyclic JUMPS Transaction Register	Cyclic report. Hold 6 months and destroy.	BNS1, PSC, PAS	715-07
AAC-P51	JUMPS Receipt Notice Listing	Cyclic report. Hold 6 months and destroy.	BNS1, PSC, PAS	715-07
AAC-P54	Cyclic JUMPS Transaction Register	Cyclic report. Hold 6 months and destroy.	BNS1, PSC, PAS	715-07
AAC-P55	Cyclic JUMPS Transaction Register	Cyclic report. Hold 6 months and destroy.	BNS1, PSC, PAS	715-07
AAC-P56	Cyclic JUMPS Transaction Register	Cyclic report. Hold 6 months and destroy.	BNS1, PSC, PAS	715-07
AAC-P57	Cyclic JUMPS Transaction Register	Cyclic report. Hold 6 months and destroy.	BNS1, PSC, PAS	715-07
AAC-P58	JUMPS Receipt Notice Listing	Cyclic report. Hold 6 months and destroy.	BNS1, PSC, PAS	715-07
AAC-P59	JUMPS Receipt Notice Listing	Cyclic report. Hold 6 months and destroy.	BNS1, PSC, PAS	715-07
AAC-P60	JUMPS Receipt Notice Listing	Cyclic report. Hold 6 months and destroy.	BNS1, PSC, PAS	715-07
AAC-P61	JUMPS Receipt Notice Listing	Cyclic report. Hold 6 months and destroy.	BNS1, PSC, PAS	715-07
AAC-P84	Report of BASD/PEBD	Cyclic Report. Hold for 3 months and destroy.	BNS1, PSC, PAS	715-07
AAC-P85	Report of Change Notice	Cyclic report. File in MPRJ. Destroy upon receipt of evidence that change has occurred.	PSC.	715-07
AAC-P87	SQT Transmittal Roster	As required by the TCO. Cut off at end of 1 month, hold 1 month, and destroy record copy.	TCO and PAS.	715-07
AAC-P94	TDR Inquiry Request Report	Monthly report. Destroy upon receipt of new report.	PAS.	715-07
AAC-P97	SPF Record Inquiry File Listing	Cyclic report. Destroy upon receipt of new listing.	As Required.	715-07

Notes:

Available during both peacetime/wartime. All other SIDPERS reports are available during peacetime only.

Table E-2
Forms/SIDPERS forms

DA Form No.	Form title	Disposition/Retention	File No.
2632	Miscellaneous Code Layout For Key Punching	COFF cyclic, hold three cycles and destroy.	715-05
3728	Personnel Change (Expanded)	COFF cyclic, hold three cycles and destroy.	715-05
3728A	Program Control (Pers Exp)	COFF cyclic, hold three cycles and destroy.	715-05
3732	Organization Change (Abbr)	COFF cyclic, hold three cycles and destroy.	715-05
3732A	Program Control (Org Abbr)	COFF cyclic, hold three cycles and destroy.	715-05
3805	Officer Accession	COFF cyclic, hold three cycles and destroy.	715-05
3806	Enlisted Accession	COFF cyclic, hold three cycles and destroy.	715-05
3807	Officer Transfer Data Record	COFF cyclic, hold three cycles and destroy.	715-05
3808	Enlisted Transfer Data Record	COFF cyclic, hold three cycles and destroy.	715-05
3809	Organization Transfer Data Record	COFF cyclic, hold three cycles and destroy.	715-05
3810	Organization Statistics	COFF cyclic, hold three cycles and destroy.	715-05
3813	Personnel/Organization Change (Key Punch)	COFF cyclic, hold three cycles and destroy. Note. If copies of DA Form 3813 are attached to and submitted with DA Form 3815, then disposition/ retention will be the same as for DA Form 3815.	715-05
3815	Authentication and Transmittal	COFF quarterly, hold three months and destroy.	715-05
None	Punch cards created from SIDPERS Mark Sense Forms and SIDPERS Key punch Forms	COFF cyclic, hold three cycles and destroy.	715-05
None	Error Suspense Cards and Error Deletion Cards	COFF cyclic, hold three cycles and destroy.	715-05

Glossary

Section I Abbreviations

ADPE

Automotive Data Processing Equipment

AC

Active Component

AEA

Assignment Eligibility and Availability

AIT

Advanced Individual Training

ASI

Additional Skill Identifier

ASIMS

Army Standard Information Management System

AUTODIN

Automotive Digital Network

AWOL

Absence Without Leave

BASOPS

Base Operating Information System

BCT

Basic Combat Training

CONUS

Continental United States

CTAS

Central Transient Accounting System

DAS3

Decentralized Automated Service Support Systems Division/Corps

DEROS

Date Eligible to Return From Overseas

DF

Disposition Form

FAO

finance and accounting office

FIDN

finance identification number

HQDA

Headquarters Department of the Army

IRB

Individual Ready Reservists

JACS

JUMPS Automated Computer System

JUMPS

Joint Uniform Military Pay System

LES

leave and earning statement

MEPS

Military Entrance Processing Station

MMPF

master military pay file

MOSC

Military Occupational Specialty Code

MPRJ

Military Personnel Records Jacket

MPSM

Military Personnel Strength Monitor

MTDA

Modification Table of Distribution and Allowance

MTOE

Modification Table of Organization and Equipment

NGUS

National Guard of the United States

ODCSOPS

Office Deputy Chief of Staff for Operations and Plans

OMPR

Optical Mark Page Reader

OPUS

Officer Personnel Utilization System

OSRC

Overseas Replacement Center

PAC

Personnel Administration Center

PAS

Personnel Automation Section

PDC

Personnel Data Card

PDY

Present for Duty

PERSCOM

U.S. Total Army Personnel Command

PERSINSCOM

U.S. Army Personnel Information Systems Command

PPA

PERSINS Processing Activity

PSC

personnel service center

PSNCO

Personnel Staff NCO

RC

Reserve Components

RCPAC

United States Army Reserve Components Personnel and Administration Center

RESTAS

Reception Station System

RRD

Replacement Regulating Detachment

SAF

SIDPERS Active Army Locator File

SAIF

SIDPERS Assignment Instructions File

SASF

SIDPERS Authorized Strength File

SEES

Standard Entry Exit System

SESF

SIDPERS Error Suspense File

SIDPERS

Standard Installation/Division Personnel System

SIDPERS-WT

Standard Installation/Division Personnel System-Wartime

SMEF

SIDPERS Military Occupational Specialty Edit File

SOMF

SIDPERS Organization Master File

SPF

SIDPERS Personnel File

SQI

Special Qualification Identifier

SRCF

SIDPERS Report Control File

SROF

SIDPERS Reserve Component Organization File

SSD

single source data

SSF

SIDPERS Stacker File

SSI

Specialty Skill Identifier

SSN

Social Security Number

STA

Separation Transfer Activities

TCN

Transaction Change Number

TDA

Tables of Distribution and Allowances

TDR

Transfer Data Record

TO

Theater of Operations

TOE

Table of Organization and Equipment

UMR

Unit Manning Report

UNITREP

Unit Status and Identity Report System

USAFAC

U.S. Army Finance and Accounting Center

USAR

United States Army Reserve

VIABLE

Vertical Installation Automation Baseline

Section II**Terms**

[The following terms have been tailored to fit specific regulations as indicated and as such may not be completely applicable to other regulations. AR 310–25 is the official Dictionary of Army Terms.]

Action Data Area

A designated area on SIDPERS Change Reports (SIDPERS Mark Sense and Keypunch Forms), containing data elements needed to report information to or obtain information from the SIDPERS file.

Audit Trail

A trail beginning with the original documents, transaction entries, records posting and is completed with the output produced. Validity tests of records are achieved by this method.

Batching

Batching is a method of grouping SIDPERS Change Reports and other related documents as a single unit for the purpose of further processing.

Centralized Assignment Procedures (CAP III)

CAP III makes worldwide assignments for all enlisted personnel grades E1 through E8. SIDPERS will receive notification of incoming personnel and assignment instructions for departing personnel.

Card

Paperboard material in uniform size and shape that is designed to be punched and sensed electronically or visually. Normally referred to as a punch card.

Character

One of the decimal digits 0 through 9, letters A through Z, or punctuation and other marks which a computer may read, store, or print.

Coding

A system of symbols for meaningful communication (related to instruction). A system of symbols for representing data or instructions in a computer. To express a program in a code that a specific computer was programmed to interpret and execute.

Coding Forms

Documents used for sending information to the servicing PAS to report personnel and organizational changes.

Command and Staff Reports

SIDPERS Command and Staff Reports display data contained in various files to satisfy information needs to each operating echelon at a division or installation. Reports are provided to support personnel management at each level from unit to division.

Control Data Area

A designated area on SIDPERS Change Reports (SIDPERS Mark Sense and Key punch Forms), containing specific data elements used for controlling, identifying, and batching of input transactions.

Cycle

Machining processing of file maintenance data submitted to the Data Processing Installation (DPI), Data Processing Activity (DPA), Division Data Center (DDC), or Management Information Systems Office (MISO).

Cycle Date

A date determined by the servicing PAS for the PAS for the purpose of frequency of SIDPERS computer update.

Data Base

All of the data files that are included in the SIDPERS.

Decision Logic Table (DLT)

DLT is a method for arranging a detailed narrative statement of "if- then" relationships in a tabular format to help the reader select the pertinent information.

Enlisted Master File (EMF)

EMF contains the official computer status record of each enlisted person of the Active Army. The record is maintained at USTAPA.

Error

- (1) Essential Errors. One that precludes processing of a transaction.
- (2) Nonessential Errors. One that does not prevent a transaction from processing. The data element containing the error will not be updated in the SIDPERS file. Five or more of these errors will preclude the transaction from processing. The erroneous data element must be corrected and the appropriate transaction must be reentered into the processing cycle for proper update.

Error Notification

Error notice transmittal to the SIDPERS as a result of errors detected during edit and update operations performed at HQDA or the servicing SIDPERS.

Field

A set of one or more characters treated as a whole; a set of one or more columns on a punch card consistently used to record similar information. A specified area of a computer file record used for a particular category of data; e.g., a group of card columns to represent the data element, name, or SSN.

Format Identification (FID)

FID is a one position code assigned to each input transaction to be processed in the computer. The FID is the means of identifying the type of change desired so the computer can locate and process the change within the automated file.

Gaining Unit Processing Code (UPC)

The unit (UPC) to which the individual is assigned or reassigned.

Inquiry

A request for printed information from a particular file in SIDPERS. Inquiries may be produced without special programming.

Letter of Instruction (LOI)

LOI is prepared at the PAS to provide detailed instruction to originators and users on any SIDPERS related subject, such as to established code identities.

Literal

A set of alphanumeric characters that has been previously set up in an automated storage area. Used to identify data elements or actions on printed record.

Local Data Field

Additional record space on the SPF, SOMF, and SASF designed to record locally desired data.

Losing Unit Processing Code (UPC)

The unit (UPC) from which the individual is reassigned.

Major Command (MACOM)

A command which is composed of those organized elements designated to operate in a specific geographical area, which are placed under a single commander.

Mark Sense

A technique and a system which provide for the capture and reduction of data at the source. The technique employs mark sense forms similar to machine-scored test area sheets.

Military Personnel Class (MPC)

Categorization of personnel into "commissioned officer" (O), "warrant officer" (W), and "enlisted" (E) groupings.

Mnemonic Code

Abbreviated form of a word (pronounced like "new" "monic") that looks like the word being abbreviated, e.g., ARR (arrival), DPRT (departure). This is an instruction code using conventional abbreviations to facilitate easy recognition.

Officer Master File (OMF)

OMF contains the official computer status record of each officer in the Active Army. The record is maintained at PERSCOM.

Originator Code

Identifies the organization, section, or individual requesting data from or submitting data to SIDPERS. It consists of two characters and is assigned by the PAS.

Pass Record

A pass record is a data input record that results in a specific output. The input record may be in an inquiry, a correction to a record previously processed or an addition/deletion to OMF/EMF.

Personnel Information Systems (PERSINS)

PERSINS is applicable to Active Army organizations that are changed with reporting and processing of data concerning Active Army personnel.

Personnel Data

Identifies an individual or individual's qualifications.

Position Number (POSNO)

A four-character code to identify a specific position within an authorization document. It further identifies the position to which an individual is assigned. It is assigned within the local SIDPERS environment. Position number in the "999" series will be used to identify individuals by special category who are not assigned to an authorized position.

Potential Gaining Unit

The unit that an individual is departing to, based on reassignment orders.

Record Status Code

A general classification assigned to each personnel record in the SIDPERS data base relative to their active or inactive nature.

Recurring Reports

Computer printed reports in relatively fixed format produced on a regular schedule SIDPERS cycle, i.e., weekly, monthly, or quarterly. These reports may contain data from more than one SIDPERS file.

Required Lapsed Cycle Time

The number of days established by the servicing PAS before error conditions appear on the Unresolved Error Report. The PAS will specify the required lapsed time in the Letter of Instruction (LOI) or circular.

Report Header Information

Data elements used for report identification on all SIDPERS reports.

Report Sequence Code (RSC)

A one-to-three character code that is assigned by the Personnel Automation Section (PAS) to group units in a desired sequence for report purposes.

SIDPERS Change Report (SCR)

A completed SIDPERS Input and Control Data form containing data elements for use in reporting personnel or organization changes. Standard Information Retrieval Capability for Users (SIDPERS) Retrieval capability controlled by the local PAS to supplement the standard report and inquiry capabilities of the SIDPERS.

Standard Information Retrieval Capability for Users (SIRCUS)

Retrieval capability controlled by the local PAS to supplement the standard report and inquiry capabilities of the SIDPERS.

Standard Header Lines

Data elements used for report identification on all SIDPERS reports:

- (1) (STHL) Standard Title Header Line.
- (2) (PUHL) Standard Parent Unit Header Line (sequenced by PUD).
- (3) (SUHL) Standard Subunit Header Line (sequenced by Unit).

Standard Reports

- (1) Maintenance Reports. Reports in relatively fixed format that provide information for the maintenance of SIDPERS files.
- (2) Informational Reports. SIDPERS reports that contain information of interest to a wide range of users.

Strength Data

Identifies information produced in the form of numeric totals.

Theater Army Personnel Roll Up (TAPER)

The automated personnel file within Europe.

Transaction

Report of the occurrence of an event (e.g., promotion) or data change.

Transaction mnemonics

A meaningful code established in an automated program to execute a specific type of transaction.

TYPE OF RECORD

(Item 6 on the DA Form 2, Personnel Qualification Record—Part I)

The condition under which a DA Form 2 is prepared based upon the following:

- (1) "RECONCILIATION"—produced quarterly or when an individual is an accession to the Army based upon the submission of Report Schedule Card. (A four-copy set).
- (2) "INCOMING PERS—L"—produced from processing of a HQDA TDR. (A two-copy set.)
- (3) "INCOMING PERS—N"—produced from processing of a SIDPERS TDR, locally coded or hand carried by the individual from his or her old unit of assignment. (A two-copy set.)
- (4) "INCOMING PERS—O"—produced from processing of a SIDPERS TDR received by AUTODIN from the individual's old unit of assignment. (A two-copy set.)
- (5) "INQUIRY"—produced based upon the submission of an "INQY" or "OPER" transaction. The RECONCILIATION DA Form 2 (four-copy set) will be produced for the "INQUIRY."

Type Transaction (TT)

Refers to a type transaction mnemonic used in conjunction with or without a File Identification (FID) mnemonic, i.e., this term is only used in a narrative description of file maintenance actions to be performed.

Ultimate Gaining Unit

The unit an individual is to be assigned to after processing through an interim unit en route.

Unit processing Code (UPC)

UPC is a five-character code used to identify Active Army units. Each unit in the Army has a single unique UPC.

Update

To modify a master file with current information according to a specified procedure. To apply all current changes, additions and deletions to a master file.

Voucher number

A four position code for controlling and routing inquiry transactions. It permits the user to match the inquiry with the response back to the appropriate SIDPERS.

Vertical/The Army Authorization Document System (VTAADS)

System that provides for automating unit authorizations SIDPERS will extract organizational structure and personnel authorizations for the system.

Section III**Special Abbreviations and Terms**

This section contains no entries.

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